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ABSTRACT

GED "Scoreboost" materials target exactly the skills one needs to pass the General Educational Development (GED) tests. This book focuses on the multiple choice portion of the GED writing test. The workbook targets topics directly on the multiple-choice section of the GED Language Arts, Writing Test. These include sentence structure, grammar and usage, and mechanics. At the end of each lesson, a hint advises ways to apply the lesson to the essay writing portion of the test. The 15 strategies targeted in this booklet can be applied to 3 practice activities and the GED practice test that is included. The strategies are: (1) correct run-ons and comma splices; (2) combine or rewrite ideas to make new sentences; (3) subordinate ideas in sentences; (4) correct sentence fragments; (5) use modifiers correctly; (6) make ideas parallel; (7) make subjects and verbs agree; (8) make subjects and verbs agree in different sentence structures; (9) use the correct verb form; (10) use the correct verb tense; (11) use the correct pronoun form; (12) fix pronoun agreement problems; (13) capitalize correctly; (14) spell well; and (15) use commas correctly. (SLD)

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GED Scoreboost™

WRITING
Sentence Structure, Usage, and Mechanics

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Essay

and

Multiple-Choice

Strategies

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The GED Scoreboost™ Advantage

GED Scoreboost materials target exactly the skills that you need to pass the GED. To develop these workbooks, we have built on decades of teaching GED classes and preparing materials for hundreds of thousands of students who have passed the GED. We have studied the GED Tests thoroughly and have designed these materials so that you can succeed on the tests.

The GED Language Arts, Writing Test consists of two parts. On Part I, you will "edit" to correct or improve selections that have been provided in the test booklet. The "editing" involves answering 50 multiple-choice questions based on selections from informational materials or the world of work. On Part II, you will plan, draft, and edit an essay.

Many people think of the two parts of the Writing Test—Part I, the multiple-choice questions, and Part II, the essay—as separate tests. However, when you work with the ***GED Scoreboost*** workbooks, you will practice the skills that will improve your score on both parts of the Writing Test.

In this workbook, you will target topics that are directly tested on the multiple-choice section of the *GED Language Arts, Writing Test*. These include:

- **Sentence Structure:** Correcting run-ons, comma splices, and fragments; combining sentences; subordinating ideas; using modifiers correctly; and making sentences parallel
- **Grammar and Usage:** Making subjects and verbs agree, using the correct verb form, using the correct verb tense, and using the right pronoun in context
- **Mechanics:** Correcting errors in capitalization, spelling, and punctuation

At the end of each lesson, you will be given a hint, called *On Your Essay*, that will advise you how to apply these same skills to writing an effective essay.

This is the ***GED Scoreboost Advantage:*** Practice the 15 targeted strategies in this book, apply them to the 3 GED Practices, and take the Practice GED Test at the end of the book. Additionally, always practice these skills when you are writing and editing your own work—including your essay.

You can also use a companion ***GED Scoreboost*** workbook to practice for both the multiple-choice and essay sections of the test:

GED Scoreboost™
Essay Writing and Organization Skills

This book shows you how your essay will be scored, how to write an effective essay, and how the organization skills that you need to pass the multiple-choice section will help you to write an effective essay.

To get more information about these and other ***GED Scoreboost*** titles, see the back of this book.

Good Luck!
The Scoreboost Team

STRATEGY 1 Correct Run-Ons and Comma Splices

On the GED Test, you will need to correct two related errors in sentence structure. **Run-ons** and **comma splices** occur when complete thoughts are joined incorrectly.

A run-on looks like this: *The vet reached for the cat's collar the cat leapt under the table.*
A comma splice looks like this: *The vet reached for the cat's collar, the cat leapt under the table.*

You can fix run-ons and comma splices by (1) combining the thoughts with *both* a comma and a coordinating conjunction (*and, but, or, nor, for, so,* or *yet*) or (2) making two separate sentences:

The vet reached for the cat's collar, but the cat leapt under the table.
The vet reached for the cat's collar. The cat leapt under the table.

Run-On Sentence

Thank you for inviting our organization to compete for the Fox Challenge Grant we are honored to be chosen to participate.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) Grant we
(2) Grant, we
(3) Grant and we
(4) Grant but we
(5) Grant. We

THINK: *If I read the sentence carefully, I can see that it is two complete thoughts run together.*

A run-on can be fixed by either

_____

or _____.

A run-on can be fixed by either *using a comma and a coordinating conjunction* or *creating two separate sentences.*

ANSWER: Choice **(5)**

Comma Splice

Your grant application is nearly complete, we still need a letter from your board of directors.

Which correction should be made to this sentence?

(1) replace Your with You're
(2) replace the comma with and
(3) insert or before we
(4) insert but before we
(5) no correction is necessary

THINK: *This sentence has two complete thoughts joined incorrectly—with only a comma. I need to see which answer choice correctly solves that problem.*

Choice (1) does not address the problem.
Choice (2) does not solve the problem correctly.
Choice (3) is not correct because the meaning of *or* does not make sense in the sentence.
Choice **(4)** inserts a conjunction after the comma, and the sentence makes sense.

TESTWISE
① ② ③ ④ ⑤

Some sentences on the GED Test have no mistakes. Notice that the run-on example question includes this statement: *If the original is the best way, choose option (1).* If the underlined part is already correct, you should choose (1). Notice that the comma splice example question offers this answer choice: *(5) no correction is necessary.* If the original sentence is correct, choose that option.

Apply the Strategy

Read the passages and correct the errors in sentence structure.

(A)

(1) Today's busy families need smart strategies to keep children and parents organized. (2) For example, some families put their schedule for the week on a marker board hanging on the wall, they fill in the board every Sunday evening. (3) Most households have to manage a lot of information it can be hard to figure out how to organize all the important pieces of paper. (4) One solution is to keep a file box handy to keep grocery coupons, bills to pay, school information, park district classes, and so on.

1. Sentence 2: **For example, some families put their schedule for the week on a marker board hanging on the wall, they fill in the board every Sunday evening.**

   Which correction should be made to sentence 2?

   THINK: *If the sentence is not correct, which answer corrects the run-on or comma splice?*

   (1) insert and after example,
   (2) insert a comma after marker board
   (3) remove the comma after wall
   (4) insert and after wall,
   (5) no correction is necessary

2. Sentence 3: **Most households have to manage a lot of information it can be hard to figure out how to organize all the important pieces of paper.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *If the sentence is not correct, which answer solves the problem?*

   (1) information it can
   (2) information, it can
   (3) information. It can
   (4) information and it can
   (5) information can

Re: Confirmation of concert arrangements
Dear Mr. Greenberg:

(A)

(1) We are delighted that our choir will be able to perform in your school auditorium. (2) I am writing to confirm the details of our telephone conversation. (3) Please let me know if this letter reflects any misunderstanding on my part.

(B)

(4) Our concert will begin at 8 P.M., we will need access to the school building at 6:30. (5) We will bring our own sound system and music stands. (6) You will provide tables and chairs in the foyer for our ticket sales.

3. Sentences 1 and 2: **We are delighted that our choir will be able to perform in your school auditorium. I am writing to confirm the details of our telephone conversation.**

   Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

   (1) auditorium. I
   (2) auditorium, I
   (3) auditorium, yet I
   (4) auditorium I
   (5) auditorium and I

4. Sentence 4: **Our concert will begin at 8 P.M., we will need access to the school building at 6:30.**

   Which correction should be made to sentence 4?

   (1) remove the comma
   (2) insert and after the comma
   (3) replace we with and
   (4) insert a comma and and after building
   (5) no correction is necessary

Answers start on page 43.

On Your Essay, read the sentences to make sure you haven't run two complete thoughts together. If you did, use one of the correction strategies shown on page 2.

STRATEGY 2 Combine or Rewrite Ideas to Make New Sentences

The best solution to a sentence structure problem is not always to join complete thoughts with a coordinating conjunction and a comma. For some GED Test items, you must figure out how to combine details from sentences or rewrite a single sentence. These are **construction shift** items. In other words, you need to reconstruct the writing—without losing its meaning. For example:

> *Max reported to the boss on the new training program. He reported that it is a success.*
> Reconstruction: *Max reported to the boss that the new training program is a success.*

The two original sentences were not wrong, but they were wordy and repetitive. For construction shift items, you must think through ways of rewriting sentences to make them more effective.

Combine Two Sentences

The committee will listen to the employees. It will take the employees' concerns into account.

The most effective combination of these sentences would include which group of words?

(1) By listening to the employees
(2) employees and take their concerns
(3) The committee, having taken,
(4) to take concerns of the employees
(5) It, being the committee,

THINK: *How are these two sentences related? How can I combine details and get rid of unneeded words yet keep the meaning?*

I would combine the sentences this way:

_____

_____

Did you write something like this? *The committee will listen to the employees and take their concerns into account.*

ANSWER: Choice **(2)**

Rewrite a Sentence

The consultant evaluated our computer system, and she charged an enormous fee.

The most effective revision of this sentence would begin with which group of words?

(1) The consultant who evaluated
(2) After charging to evaluate
(3) The consultant's enormous fee
(4) By charging an enormous fee
(5) By evaluating our computer system

THINK: *I'll try to reconstruct the sentence with each answer choice and see which keeps the meaning of the original but leads to a more effective sentence.*

Choice **(1)** allows you to combine the ideas smoothly: *The consultant who evaluated our computer system charged an enormous fee.*
Choices (2) and (5) change the meaning.
Choices (3) and (4) seem to keep the original meaning, but there is no good way to complete the sentence with these choices.

TESTWISE ① ② ③ ④ ⑤

For a construction shift item, consider the sentence that would result from each answer choice. Ask, *Does it seem smooth and clear?* Choose the answer that produces the best sentence.

Apply the Strategy

Read the passages and revise the problems in sentence construction.

(A)

(1) There is a dramatic change to be seen in the world of work. (2) This is an increase in self-employment. (3) More and more people are going into business for themselves. (4) There is also an important change in the goals of many self-employed people. (5) For many of these people, it's not that they want to develop large new companies, but they want to create small flexible businesses they can run on their own.

1. Sentences 1 and 2: **There is a dramatic change to be seen in the world of work. This is an increase in self-employment.**

   The most effective combination of sentences 1 and 2 would begin with which group of words?

   THINK: *How can I reduce the wordiness of these sentences and still keep the meaning?*

   (1) With an increase in self-employment
   (2) The work world, the world of employment, has seen a dramatic change in
   (3) The dramatic increase and change
   (4) One dramatic change in the world of work is
   (5) In regard to self-employment,

2. Sentence 5: **For many of these people, it's not that they want to develop large new companies, but they want to create small flexible businesses they can run on their own.**

   If you rewrote sentence 5 beginning with

   Many of these people would rather

   the next words should be

   THINK: *Which of the answer choices helps create a smooth, clear expression of the original idea?*

   (1) develop large new companies
   (2) create and run large companies on their own
   (3) create small flexible businesses
   (4) not want to run a business
   (5) not develop but instead create

To: All Office Staff
Re: Workstation Upgrades Scheduled

(A)

(1) In the coming weeks, all members of the office staff will have their workstations upgraded. (2) This upgrade will result in that all workstations will have a connection to the Internet. (3) Furthermore, all workers will have access to individual e-mail accounts. (4) The company will provide these e-mail accounts.

3. Sentence 2: **This upgrade will result in that all workstations will have a connection to the Internet.**

   The most effective revision of sentence 2 would begin with which group of words?

   (1) As a result, all
   (2) This workstation upgrading
   (3) This upgrade connecting
   (4) By connecting to the Internet
   (5) Whether or not you have a workstation

4. Sentences 3 and 4: **Furthermore, all workers will have access to individual e-mail accounts. The company will provide these e-mail accounts.**

   The most effective combination of sentences 3 and 4 would include which group of words?

   (1) will have access to provide you
   (2) workers with access to e-mail
   (3) e-mail accounts the company providing
   (4) accounts, and the company
   (5) e-mail accounts provided by the company

Answers start on page 43.

On Your Essay, use different constructions of sentences to make your essay interesting for the readers who will score your paper.

STRATEGY 3 Subordinate Ideas in Sentences

Another good way to combine ideas is with a **subordinating conjunction.** The subordinating conjunction shows how the ideas are related. It also makes part of the new sentence dependent on the other part for its meaning. For example, below two ideas are combined with the subordinating conjunction *because*:

My letter got lost in the mail. My cousin missed my party.
Combined: *Because my letter got lost in the mail, my cousin missed my party.*
Or: *My cousin missed my party because my letter got lost in the mail.*

The idea *because my letter was lost in the mail* now depends on the idea *my cousin missed my party.* Other common subordinating conjunctions that make ideas dependent include *before, after, since, when, while, if, although, even though.* **Note:** When the subordinating conjunction comes first in the sentence, put a comma after the dependent idea.

Combine Two Ideas

Parking has become a major problem. Meter readers will become more vigilant.

The most effective combination of these sentences would begin with which group of words?

(1) With meter readers being vigilant
(2) In spite of parking problems
(3) While meter readers become
(4) Because parking has become a major problem,
(5) But parking, being a major problem,

THINK: *How could I join these sentences with a subordinating conjunction to make the relation between them clear?*

I would combine the sentences this way:

_____

Did you write something like this? *Because parking has become a major problem, meter readers will become more vigilant.*

ANSWER: Choice **(4)**

Revise a Sentence

Mr. Tortiella took up jogging, being that his blood pressure was too high.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) jogging, being that
(2) jogging, and
(3) jogging because
(4) jogging, while
(5) jogging,

THINK: *The underlined portion of this sentence is awkward. I'll substitute each choice to see which makes the relation between the ideas clearer.*

Choice (2) uses the coordinating conjunction *and*, which makes no sense.
Choice **(3)** uses an appropriate subordinating conjunction, and no comma is needed.
Choice (4) uses the subordinating conjunction *while*, which makes no sense.
Choice (5) creates a comma splice.

TESTWISE
① ② ③ ④ ⑤

Your ear can help you find and correct mistakes in sentence structure. Even if you can't speak out loud when you are taking the actual GED Test, you can "say" sentences in your head.

Apply the Strategy

Read the passages and correct the errors in sentence structure.

(A)

(1) Americans don't get as much sleep as we should, experts say. (2) We constantly cut corners on sleep. (3) It is as important to our bodies as food and water. (4) Americans having reduced our average night's sleep by two hours in the last hundred years, we are having a sleeplessness epidemic. (5) Many of us don't even know what it's like to feel fully alert.

1. Sentences 2 and 3: **We constantly cut corners on sleep. It is as important to our bodies as food and water.**

   The most effective combination of sentences 2 and 3 would begin with which group of words?

   THINK: *How could a subordinating conjunction help combine these sentences?*

   (1) Cutting corners on sleep is as important
   (2) While we cut corners on sleep
   (3) Although sleep is as important to
   (4) Since our bodies need food and water
   (5) Instead of our need for sleep

2. Sentence 4: **Americans having reduced our average night's sleep by two hours in the last hundred years, we are having a sleeplessness epidemic.**

   The most effective revision of sentence 4 would include which group of words?

   THINK: *Which of the answer choices appropriately subordinates one of the ideas?*

   (1) Because Americans have reduced
   (2) if an epidemic of a hundred years
   (3) although we are having a sleeplessness epidemic
   (4) Although reducing our average night's sleep
   (5) while a sleeplessness epidemic

Principles of Customer Service
A. B. Moran & Company

(A)

(1) Although the old saying goes that the customer is always right, Moran's customer service specialists take a different approach. (2) It's not important who is right. (3) When we work with a customer the customer is always *served*. (4) We listen and respond to the best of our ability.

3. Sentence 1: **Although the old saying goes that the customer is always right, Moran's customer service specialists take a different approach.**

   Which correction should be made to sentence 1?

   (1) replace Although with Because
   (2) replace Although the with The
   (3) remove the comma after right
   (4) insert and after the comma
   (5) no correction is necessary

4. Sentence 3: **When we work with a customer the customer is always *served*.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) customer the
   (2) customer, the
   (3) customer then the
   (4) customer, and the
   (5) customer. The

Answers start on page 43.

On Your Essay, you may decide to join two ideas by making one subordinate, or dependent. Be sure to use a comma after the dependent thought if it introduces the sentence.

STRATEGY 4 Correct Sentence Fragments

A common error—and one you might see on the GED Writing Test—is the **sentence fragment.** A fragment is an incomplete sentence; something is missing, so the thought is incomplete. For example, the first and third "sentences" in this paragraph are actually fragments.

> *Last night, the awards banquet for track and field. Shawn Lonan won for all-around athlete. Even though Shane Pitt broke school records in sprints.*

Some fragments are missing a vital sentence part, like a subject or a verb. You can correct the first fragment above by adding a verb: *Last night, the awards banquet for track and field was held.*

Other fragments are dependent ideas that are standing alone when they really need another idea to make them complete. The second fragment above needs to be attached to the previous sentence: *Shawn Lonan won for all-around athlete even though Shane Pitt broke school records in sprints.*

Add Missing Information

Downtown businesses threatened by a mall development on the east side of the city.

Which correction should be made to this sentence?

(1) insert are after businesses
(2) insert a comma after businesses
(3) change threatened to threatening
(4) remove by
(5) no correction is necessary

THINK: *Is anything missing from the sentence? Are the subject and verb complete? No, the verb does not sound complete.*

The complete verb that is needed for this sentence to make sense is

_____

Did you write *are threatened?*

ANSWER: Choice **(1)**

Attach a Fragment

Our technology support people have fallen far behind in responding to update requests. Because they do not have the right equipment for fast installations.

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

(1) requests. Because
(2) requests, and because
(3) requests because
(4) requests, while
(5) requests

THINK: *The second sentence is actually a dependent idea. I'll check each option to see which corrects this fragment.*

Choice (2) incorrectly mixes two types of conjunctions, *and* and *because.*
Choice **(3)** correctly attaches the dependent clause to the previous sentence. No comma is needed.
Choice (4) replaces *because* with an inappropriate subordinating conjunction.
Choice (5) creates a run-on sentence.

TESTWISE ① ② ③ ④ ⑤

To identify a fragment, deliberately read a sentence separately from the ones before and after it. Ask yourself, *Can it stand on its own as a complete thought?*

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Apply the Strategy

Read the passages and correct the errors in sentence structure.

(A)

(1) Companies that sell replacement windows for residential properties have their work cut out for them in this area. (2) This part of the country, warm temperatures and low heating costs. (3) Because replacement windows are very expensive. (4) It's hard to justify buying them. (5) Many people cannot afford the lump sum payment even if they would save on energy costs over a period of years.

1. Sentence 2: **This part of the country, warm temperatures and low heating costs.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *What is missing or incomplete in this sentence?*

   (1) country, warm
   (2) country warm
   (3) country being warm
   (4) country, so
   (5) country has warm

2. Sentences 3 and 4: **Because replacement windows are very expensive. It's hard to justify buying them.**

   Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

   THINK: *Which of the answer choices correctly attaches the dependent fragment?*

   (1) expensive. It's
   (2) expensive being that it's
   (3) expensive, but it's
   (4) expensive while it's
   (5) expensive, it's

Frequently Asked Holiday Cooking Questions for Public Library Reference Staff

(A)

(1) At this time of year, many people try to recreate the traditional holiday meals of their childhoods. (2) They call the public library for help. (3) If their mothers or grandmothers are not around. (4) I've prepared the following FAQ sheet to help reference staff cope with the oncoming flood of inquiries about turkey roasting times and the safety of dressing. (5) This sheet available for everyone by the phones, with extra copies on the shelf behind the desk.

3. Sentences 2 and 3: **They call the public library for help. If their mothers or grandmothers are not around.**

   Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

   (1) help. If
   (2) help if
   (3) help, and if
   (4) help, although
   (5) helping

4. Sentence 5: **This sheet available for everyone by the phones, with extra copies on the shelf behind the desk.**

   Which correction should be made to sentence 5?

   (1) insert will be after sheet
   (2) insert being after everyone
   (3) remove the comma
   (4) insert left after copies
   (5) no correction is necessary

Answers start on page 43.

On Your Essay, you can correct a fragment by adding a word or phrase or by joining it to a sentence with a correct conjunction and punctuation. Be sure to make your marks neatly.

STRATEGY 5 Use Modifiers Correctly

Modifiers are words or phrases that add description and detail to a sentence. If a modifier is **misplaced** (not close enough to the person or thing it describes) or **dangling** (without a person or thing to describe), the sentence is unclear and incorrect:

Misplaced: *I was pleased to see the new computers walking into the training room.*
Dangling: *Walking into the training room, the new computers hummed.*

- To correct a misplaced modifier, move the modifier next to what it modifies:
  Walking into the training room, I was pleased to see the new computers.
- To correct a dangling modifier, rewrite the sentence, adding what it modifies:
  Walking into the training room, I heard the new computers humming.
  As I walked into the training room, the new computers hummed.

Note: When a modifying phrase begins a sentence, place a comma after it.

Misplaced Modifier

The trainees headed straight for the coffee cart leaving the room for a break.

The most effective revision of this sentence would begin with which group of words?

(1) The trainees, heading straight
(2) The trainees straightened up and headed
(3) Leaving, the trainees they
(4) Leaving the room for a break,
(5) As the trainees headed

THINK: *The modifier is out of place. I must move the modifier near what it modifies.*

The modifying phrase is

_____

The part of the sentence it modifies is

_____

Did you write that *leaving the room for a break* modifies *the trainees*?

ANSWER: Choice **(4)**

Dangling Modifier

While repairing the main computer server, the backup server can support the most essential computerized systems.

Which correction should be made to this sentence?

(1) insert we are after While
(2) change repairing to repair
(3) remove the comma
(4) change can support to supporting
(5) no correction is necessary

THINK: *There's a dangling modifier. I'll check each answer choice to see which gives it something to modify.*

Choice **(1)** is correct. Adding *we are* gives the modifier something to modify. It turns the phrase into a dependent idea.
Choice (2) does not give the modifier something to modify.
Choice (3) removes the comma that is needed after the introductory modifier.
Choice (4) makes the main verb incomplete.

TESTWISE ① ② ③ ④ ⑤

There is more than one way to write a sentence. If you look for a particular answer and don't see it, consider each of the choices to see which improves the sentence in a different way.

Apply the Strategy

Read the passages and correct the problems in sentence structure.

(A)

(1) Magazines like *People* are full of interviews and profiles of celebrities. (2) Enhanced by glossy and glamorous photos, the celebrities hope the articles will help sell their latest CD or movie. (3) The magazine publishers know that readers are greedy for the latest star gossip. (4) Loving every minute we drink in all the secrets of the newest pop star's love life.

1. Sentence 2: **Enhanced by glossy and glamorous photos, the celebrities hope the articles will help sell their latest CD or movie.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *What does the modifying phrase modify—what would be "enhanced" by photos?*

   (1) Enhanced by glossy and glamorous photos, the celebrities hope the articles will
   (2) Enhanced by glossy and glamorous photos the celebrities hope the articles will
   (3) Enhanced by photos, the celebrities hope the glossy and glamorous articles will
   (4) The celebrities hope the articles, enhanced by glossy and glamorous photos, will
   (5) The celebrities, enhanced by glossy and glamorous photos, hope the articles will

2. Sentence 4: **Loving every minute we drink in all the secrets of the newest pop star's love life.**

   Which correction should be made to sentence 4?

   THINK: *How should punctuation be used with modifying phrases?*

   (1) change Loving to We love
   (2) insert a comma after minute
   (3) change drink to are drinking
   (4) insert a comma after secrets
   (5) no correction is necessary

Office Space Available Now!

(A)

(1) Make an appointment to view the spectacular new office center at Meridian Gardens. (2) Overlooking a lovely landscaped courtyard, our rental agent will show you efficiently designed office suites. (3) Are you a small business not only looking for a convenient location but also for shared support services? (4) We offer front desk services, a phone system, photocopying, and other features in one convenient package.

3. Sentence 2: **Overlooking a lovely landscaped courtyard, our rental agent will show you efficiently designed office suites.**

   The most effective revision of sentence 2 would include which group of words?

   (1) Our office suites, efficiently designed and overlooking
   (2) Landscaping a lovely courtyard overlook, our rental agent
   (3) agent will overlook and show you
   (4) agent, showing you efficiently designed office suites,
   (5) agent will show you efficiently designed office suites overlooking

4. Sentence 3: **Are you a small business not only looking for a convenient location but also for shared support services?**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) not only looking
   (2) not only are you looking
   (3) looking not only
   (4) only looking
   (5) that looks only

Answers start on page 43.

On Your Essay, be sure to catch your own misplaced or dangling modifiers. Reread the essay to yourself. If a modifier makes a sentence sound like nonsense, fix the problem neatly.

STRATEGY 6 Make Ideas Parallel

When two or more ideas have **parallel structure,** they are listed in the same form: nouns with nouns, modifiers with modifiers, verbs with verbs, and so on. The first sentence below is not parallel because, even though two verbs are used, they are in different forms:

Not parallel: *We need to paint the house and the windows washed before we try to rent it out.*
Parallel: *We need to paint the house and wash the windows before we try to rent it out.*

Note: In a series of more than two items, separate the items with commas:

Parallel: *Restoring an antique doll usually requires repairing damage to the body, replacing lost hair, and creating appropriate new clothes.*

Parallel Structure with Two Items

Charitable gifts and to do volunteer work are ways to participate in your community.

Which correction should be made to this sentence?

(1) change gifts to giving
(2) remove to do
(3) change to do to doing
(4) insert a comma after work
(5) no correction is necessary

THINK: *The sentence sounds awkward. I need to find phrases in the sentence that should be in parallel form.*

The two phrases that should be parallel are

_____

_____

Did you write that *charitable gifts and to do volunteer work* should be made parallel?

ANSWER: Choice **(2)**

Parallel Structure with Three Items

People learn best from new challenges, helpful feedback, and strong role models.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) new challenges, helpful feedback
(2) new challenges helpful feedback
(3) new challenges with helpful feedback
(4) new challenges, feedback that is helpful
(5) going through new challenges, helpful feedback

THINK: *The items in the sentence seem to be in parallel form—three phrases, each with a modifier and noun—and correctly punctuated. I'll check the answer choices to make sure.*

Choice **(1)** is correct. There is no error in the sentence.
Choice (2) removes a comma that is needed to separate items in the series.
Choices (3), (4), and (5) use forms that are not parallel.

TESTWISE
① ② ③ ④ ⑤

When you combine two ideas with *and* or *or*, use a comma only if the two ideas are complete thoughts—that is, each has a subject and a verb. If the two ideas are just words or phrases, no comma is needed before *and*, *but*, or *or*.

Apply the Strategy

Read the passages and correct the problems in sentence structure.

(A)

(1) Most of us experience fear from time to time. (2) We anticipate bad news, or we imagine a frightening event. (3) Most of the time our fears are products of our own imaginations. (4) Yet think about things you do all the time without being afraid. (5) Next time you drive a car, eat in a restaurant, or you play a sport, think about your chances of getting hurt in these ordinary activities.

1. Sentence 2: **We anticipate bad news, or we imagine a frightening event.**

   Which correction should be made to sentence 2?

   THINK: *Two ideas are joined with* or. *Are they parallel? Are they complete sentences or phrases?*

   (1) replace We anticipate with Anticipating
   (2) remove the comma
   (3) remove we after or
   (4) change imagine to have imagined
   (5) no correction is necessary

2. Sentence 4: **Next time you drive a car, eat in a restaurant, or you play a sport, think about your chances of getting hurt in these ordinary activities.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *What three parts of sentence 4 should be in parallel form? What form should they have in common? Which answer choice uses that form?*

   (1) or you play a sport
   (2) or, you play a sport
   (3) or play a sport
   (4) or playing a sport
   (5) or to play a sport

To: All Store Employees
Re: Halloween Policy

(A)

(1) Please join in the fun spirit of Halloween by wearing a costume to work on October 31. (2) We'll pass out trick-or-treat candy to customers' children, have our own treats in the back room, and a costume contest at 4 P.M.

(B)

(3) Please observe good safety sense in choosing your costume, depending on your work responsibilities. (4) First and foremost, don't frighten away our customers! (5) No one is allowed to wear a mask and not to carry any object that resembles a weapon.

3. Sentence 2: **We'll pass out trick-or-treat candy to customers' children, have our own treats in the back room, and a costume contest at 4 P.M.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) and a costume contest
   (2) and hold a costume contest
   (3) with a costume contest
   (4) and with a costume contest
   (5) giving you a costume contest

4. Sentence 5: **No one is allowed to wear a mask and not to carry any object that resembles a weapon.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) mask and not to carry
   (2) mask and not carry
   (3) mask, and not to carry
   (4) mask or carry
   (5) mask, or carry

Answers start on page 43.

On Your Essay, make sure that you have stated parallel ideas in the same form.

GED Practice 1: Sentence Structure

Questions 1 through 4 refer to the following written advice.

Finding Extra Money in a Pinch

(A)

(1) It's three days before payday, and you've run out of money. (2) How will you survive until that paycheck is in your hands?

(B)

(3) Start by thinking of all the places where there might be a bit of money around the house. (4) For instance, checking out your children's piggy banks. (5) Be sure to leave an IOU note, though, or you might have a very angry child on your hands. (6) Search under the sofa cushions, and search in your purse, and search in coat pockets for lost change.

(C)

(7) If you can't find any money, think about how you could get some. (8) Look for some items that you don't want when you clean your house or apartment and sell them to a resale shop. (9) Find someone who needs their home cleaned or their grass mowed, and ask to be paid right away. (10) If all else fails, try to think of friends who owe you money and ask them to pay you back.

(D)

(11) These are just some ideas to help you make it from one paycheck to the next. (12) However, it's always better to live on what you actually make and avoiding getting into debt.

1. Sentence 4: **For instance, checking out your children's piggy banks.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) instance, checking
   (2) instance, while checking
   (3) instance, to check
   (4) instance, and checking
   (5) instance, check

2. Sentence 6: **Search under the sofa cushions, and search in your purse, and search in coat pockets for lost change.**

   The most effective revision of sentence 6 would begin with which group of words?

   (1) Search under the sofa cushions, in your purse, and in
   (2) Searching must take place, looking in the sofa cushions
   (3) Sofa cushions must be searched, as well as your purse, as well as
   (4) Searching under the sofa cushions, forgotten change
   (5) To search under the sofa cushions, and to search

3. Sentence 8: **Look for some items that you don't want when you clean your house or apartment and sell them to a resale shop.**

   The most effective revision of sentence 8 would begin with which group of words?

   (1) When you look for some items that you don't want,
   (2) When you clean your house or apartment,
   (3) While having a garage sale,
   (4) To have a garage sale, and clean your house or apartment,
   (5) Cleaning your house or apartment,

4. Sentence 12: **However, it's always better to live on what you actually make and avoiding getting into debt.**

   Which correction should be made to sentence 12?

   (1) remove the comma after However
   (2) insert so after the comma
   (3) insert a comma after make
   (4) change avoiding to avoid
   (5) no correction is necessary

Questions 5 through 8 refer to the following informative article.

Naming a Hurricane

(A)

(1) There are so many hurricanes that it is necessary to give each one a name for easy reference. (2) About the end of the 1800s, an Australian meteorologist began giving tropical storms women's names. (3) In 1953, the U.S. National Weather Service followed suit. (4) After 1979, names of both genders.

(B)

(5) Six lists of names are rotated, each list has one name for each letter of the alphabet, except Q, U, and Z. (6) Names of Atlantic Ocean hurricanes are taken from English, French, or Spanish these languages are spoken where the storms occur. (7) A storm can be particularly destructive. (8) If it is, its name is removed from the list. (9) A new name from the same gender is selected.

5. Sentence 4: **After 1979, names of both genders.**

   Which correction should be made to sentence 4?

   (1) remove the comma after 1979
   (2) insert the word are after 1979,
   (3) insert a comma after names
   (4) insert were used after genders
   (5) no correction is necessary

6. Sentence 5: **Six lists of names are rotated, each list has one name for each letter of the alphabet, except Q, U, and Z.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) rotated, each
   (2) rotated each
   (3) rotated, although each
   (4) rotated, but each
   (5) rotated. Each

7. Sentence 6: **Names of Atlantic Ocean hurricanes are taken from English, French, or Spanish these languages are spoken where the storms occur.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) Spanish these
   (2) Spanish, these
   (3) Spanish because these
   (4) Spanish, and these
   (5) Spanish; however, these

8. Sentences 7 and 8: **A storm can be particularly destructive. If it is, its name is removed from the list.**

   The most effective combination of sentences 7 and 8 would include which group of words?

   (1) causing particular destruction, a storm
   (2) If a storm is particularly destructive, its
   (3) the storm, being removed from the list
   (4) removal from the list avoids
   (5) the name, if particularly destructive

GED Practice Evaluation Chart

Check your answers starting on page 43. Fill in the results in the chart and make an action plan.

Questions	Strategy	Pages	Number Correct/Total
6, 7	Correct Run-Ons and Comma Splices	2–3	_____/2
2	Combine or Rewrite Ideas	4–5	_____/1
8	Subordinate Ideas in Sentences	6–7	_____/1
1, 5	Correct Sentence Fragments	8–9	_____/2
3	Use Modifiers Correctly	10–11	_____/1
4	Make Ideas Parallel	12–13	_____/1
			Total: _____/8

Results

0–5 correct • *Need to study more—make a plan*
6–9 correct • *Need to review some skills*
10–13 correct • *Mastery of skills*

Plan: I need to work more on

- ☐ Run-Ons and Comma Splices
- ☐ Combining Sentences
- ☐ Subordinating Ideas
- ☐ Sentence Fragments
- ☐ Making Ideas Parallel
- ☐ Using Modifiers Correctly

STRATEGY 7 Make Subjects and Verbs Agree

To make sure a verb agrees with its subject, identify the **subject**—who or what that part of the sentence is about. If the subject is singular, the verb usually ends in *-s* (*girl runs*). If it is plural, the verb does not end in *-s* (*girls run*). (Exceptions are the subjects *I* and *you*.) Don't be misled by words between the subject and the verb:

Singular: *The woman who delivers groceries believes in helping others.*
Plural: *The people in our building plant a garden in back every summer.*

There are two tricky kinds of subjects: One kind names groups of individuals, such as *family, flock,* and *committee*. If the members of the group act together as one, the subject is singular:

The company has decided to add a third shift.

Other subjects—called indefinite pronouns—name unspecified people or things. Learn which are singular and which are plural, or use the sense of the sentence to decide what the verb should be:

Everyone loves a party. Most of the pizza is now gone. Most of the people are gone too.

With an Interrupting Phrase

The person with the most points win.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) win
(2) wins
(3) do win
(4) winning
(5) have won

THINK: *I need to identify the subject and see if the verb* win *agrees with it.*

The subject is _____

The subject is the singular *person*. What should the verb be?

ANSWER: Choice **(2)**

With a Tricky Subject

Everybody in the group need to carry his or her own passport.

Which correction should be made to this sentence?

(1) insert being after Everybody
(2) change need to needs
(3) change carry to be carrying
(4) replace his or her with their
(5) no correction is necessary

THINK: *The subject is* everybody, *which is singular. I need to find the answer choice that makes the verb agree with* everybody.

Choice (1) inserts an unnecessary verb form.
Choice **(2)** makes the verb match the singular subject (*everybody needs*).
Choice (3) changes a correct verb form to an incorrect form.
Choice (4) incorrectly replaces singular pronouns with a plural pronoun.

TESTWISE ① ② ③ ④ ⑤

If you're not sure at first what error is being tested by a GED question, try each answer choice and see if it corrects something in the sentence.

Apply the Strategy

Read the passages and correct the problems in grammar and usage.

(A)

(1) It's common knowledge that our ideas about "women's work" and "men's work" have changed in recent decades. (2) Everyone seem to be aware that women have more opportunities and choices. (3) However, many men's lives have changed dramatically also. (4) Fathers who volunteer in the classroom during a school day does not surprise elementary school teachers anymore, and many believe that children benefit from more contact with male role models.

1. Sentence 2: **Everyone seem to be aware that women have more opportunities and choices.**

   Which correction should be made to sentence 2?

   THINK: *Is there subject-verb agreement? Is* Everyone *singular or plural?*

   (1) change seem to seems
   (2) change seem to seeming
   (3) change have to has
   (4) insert a comma after opportunities
   (5) no correction is necessary

2. Sentence 4: **Fathers who volunteer in the classroom during a school day does not surprise elementary school teachers anymore, and many believe that children benefit from more contact with male role models.**

   Which correction should be made to sentence 4?

   THINK: *Is there an answer choice that corrects an error in subject-verb agreement somewhere in this sentence?*

   (1) change volunteer to volunteering
   (2) change does to do
   (3) remove the comma
   (4) change believe to believes
   (5) no correction is necessary

To: Robert Kwan
From: Carla Holloway
Re: Arrangement of conference room furniture

Robert:

(A)

(1) Tonight please make sure that your night crew set the conference room furniture in the arrangement that you and I discussed last week. (2) The tables in the room needs to be lined up in two rows, and all the chairs are supposed to face front.

(B)

(3) This arrangement will enable Mario to show the videotape outlining our new operating procedures. (4) We are aware that this set-up requires a bit of extra work on the part of your crew, and we all appreciate your help.

3. Sentence 1: **Tonight please make sure that your night crew set the conference room furniture in the arrangement that you and I discussed last week.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) set
   (2) setting
   (3) have set
   (4) sets
   (5) do set

4. Sentence 2: **The tables in the room needs to be lined up in two rows, and all the chairs are supposed to face front.**

   Which correction should be made to sentence 2?

   (1) change needs to need
   (2) change needs to needing
   (3) remove the comma
   (4) change are to is
   (5) no correction is necessary

Answers start on page 44.

On Your Essay, check the sentences, especially the ones with interrupting phrases, for subject-verb agreement.

STRATEGY 8 Make Subjects and Verbs Agree in Different Sentence Structures

In Strategy 7, you learned that to get subject-verb agreement right, you first need to identify the subject. Usually the subject appears early in a sentence, before the verb. But in some sentences, this order is **inverted,** and the verb (or part of the verb) comes before the subject:

There are too many people working in this area of the office.
Around the corner are the water fountain, coffee machine, and restroom.

In such cases, you can reconstruct the sentence in your head so that the subject comes first:

Too many people are working in this area of the office.
The water fountain, coffee machine, and restroom are around the corner.

In the last example, notice the **compound subject.** Because there is more than one item connected with *and*, the subject is plural, even though each item is singular. The verb needs to be the plural *are*.

With Inverted Order

In the cabinet is the supplies you need for cleaning up.

Which correction should be made to this sentence?

(1) insert a comma after cabinet
(2) change is to being
(3) change is to are
(4) change need to are needing
(5) no correction is necessary

THINK: *The subject comes after the verb. I'll recast the sentence, changing that order, and see if the subject and verb agree.*

The sentence can be rewritten as

_____

_____

Did you write *The supplies you need for cleaning up is in the cabinet?* How could you correct it?

ANSWER: Choice **(3)**

With a Compound Subject

A sandwich and an apple makes up my lunch every day, and a salad is my dinner.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) makes
(2) making
(3) is making
(4) has made
(5) make

THINK: *The verb needs to agree with the compound subject*—a sandwich and an apple. *I'll check each answer choice to see which agrees.*

Choice (1), the original, is singular and does not agree.
Choice (2) is an incomplete verb form and creates a fragment.
Choices (3) and (4) are also singular forms.
Choice **(5)** agrees with the compound subject and is therefore correct.

TESTWISE ① ② ③ ④ ⑤

Sentences can have more than one subject and verb. First sort out which subjects and verbs go together; then check for subject-verb agreement.

Apply the Strategy

Read the passages and correct the problems in grammar and usage.

(A)

(1) On the market now are a new kind of car, known as the hybrid car. (2) These cars combine gas and electricity in an efficient, complex engine design.

(B)

(3) There is signs that these cars are changing the way some people think about fuel efficiency and pollution. (4) These cars may even change the way we drive. (5) They will also help make our country less dependent on foreign oil.

1. Sentence 1: **On the market now <u>are</u> a new kind of car, known as the hybrid car.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *The verb is* are, *but what is the subject? Is it singular or plural?*

   (1) are
   (2) be
   (3) am
   (4) being
   (5) is

2. Sentence 3: **There is signs that these cars are changing the way some people think about fuel efficiency and pollution.**

   Which correction should be made to sentence 3?

   THINK: *Do all the verbs agree with their subjects in this sentence? If not, which answer choice corrects the error?*

   (1) change <u>is</u> to <u>are</u>
   (2) change <u>are changing</u> to <u>is changing</u>
   (3) change <u>think</u> to <u>thinks</u>
   (4) insert <u>they</u> after <u>people</u>
   (5) no correction is necessary

(A)

(1) There is no easier project combining kids, colors, and outdoor mess than tie-dying. (2) You simply need ordinary fabric dyes, rubber bands, white clothing such as T-shirts and socks, some buckets, and a clothesline and clothespins.

(B)

(3) The dyes and water goes into the buckets, along with whatever the kids drop in by accident. (4) Use the rubber bands to make knots of fabric so that the dye does not soak in evenly. (5) Then let the works of art dry.

3. Sentence 1: **<u>There is no</u> easier project combining kids, colors, and outdoor mess than tie-dying.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) There is no
   (2) There are no
   (3) There being no
   (4) There you have no
   (5) No

4. Sentence 3: **The dyes and water goes into the buckets, along with whatever the kids drop in by accident.**

   Which correction should be made to sentence 3?

   (1) insert a comma after <u>dyes</u>
   (2) change <u>goes</u> to <u>going</u>
   (3) change <u>goes</u> to <u>go</u>
   (4) change <u>drop</u> to <u>drops</u>
   (5) no correction is necessary

Answers start on page 44.

On Your Essay, reread any sentences that start with *There* or *Here* to check for subject-verb agreement.

STRATEGY 9 Use the Correct Verb Form

One type of error you will need to correct in some GED multiple-choice questions—and avoid in your essay—involves problems with irregular verbs. In English, most verbs follow a regular pattern to show present and past times, or **tenses:**

I walk, I walked, I have walked, I am walking

However, some verbs are irregular. They don't simply add *-ed* for a past tense. For example:

I sing, I sang, I have sung I see, I saw, I have seen I bring, I brought, I have brought

You probably know the correct forms of most irregular verbs. Discover which ones give you trouble, and learn them.

You also must make sure that verb forms are complete. Many verb phrases are formed with helping verbs—usually forms of the irregular verbs *have, do,* and *be*—in addition to the main verb (for example, I *have been walking*). As you know, sometimes sentence fragments can be corrected just by adding a verb to complete a verb phrase. (See Strategy 4.)

Incorrect Verb Form

The receptionist leaved at 5 P.M., so there was no one to sign for the late delivery.

Which correction should be made to this sentence?

(1) change leaved to left
(2) remove the comma after 5 P.M.
(3) change was to were
(4) change was to been
(5) no correction is necessary

THINK: *The main verb in the first part of the sentence,* leaved, *doesn't sound right. I need to choose the correct past form for* leave.

The correct forms for *leave* are

I leave, I _____

Did you write that *leaved* should be *left*?

ANSWER: Choice **(1)**

Incomplete Verb

After he been told of the break-in, the security chief called the police.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) been told
(2) be told
(3) had been told
(4) was telling
(5) telling

THINK: *The verb phrase* been told *sounds incomplete. I need to check which answer choice completes the phrase with another helping verb.*

Choice (1) is the original, incomplete verb.
Choice (2) is an incorrect verb form.
Choice **(3)** is complete and correct (*he had been told*).
Choice (4) has the wrong meaning.
Choice (5) is incomplete.

TESTWISE ① ② ③ ④ ⑤

Don't just look at answer choices and decide which is best. *Read* the sentence with each answer choice in it. That will help you hear which choice is correct for the entire sentence.

Apply the Strategy

Read the passages and correct the errors in grammar and usage.

(A)

(1) Unrestrained growth around large cities is a great cause for concern. (2) Residents of these areas have become too dependent on their cars. (3) Green space been disappearing at an alarming rate. (4) The result is urban sprawl.

(B)

(5) Some suburban towns done more to contain the sprawl than others, but people often disagree about what kinds of development are desirable. (6) Even so, "smart growth" is now a popular topic among urban planners.

1. Sentence 3: **Green space <u>been disappearing</u> at an alarming rate.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *Is there an error with this verb phrase? Is it incorrect? Incomplete?*

   (1) been disappearing
   (2) has been disappearing
   (3) have been disappearing
   (4) be disappearing
   (5) disappear

2. Sentence 5: **Some suburban towns done more to contain the sprawl than others, but people often disagree about what kinds of development are desirable.**

   Which correction should be made to sentence 5?

   THINK: *Which answer choice corrects a problem in verb usage?*

   (1) insert <u>have</u> before <u>done</u>
   (2) change <u>done</u> to <u>doing</u>
   (3) remove the comma after <u>others</u>
   (4) change <u>disagree</u> to <u>disagreeing</u>
   (5) change <u>are</u> to <u>is</u>

To: Village Residents
Re: Yard Waste Disposal

(A)

(1) Our new program of leaf recycling begun last fall. (2) By all accounts, it was a vast success. (3) Rather than burning leaves, residents were requested to rake leaves toward the street, where leaf vacuums could easily pick them up. (4) The leaves were collected and composted in the yard waste landfill outside of town. (5) Leaf mulch is now available to residents for their spring planting. (6) Thank you to all residents for their participation.

3. Sentence 1: **Our new program of leaf recycling <u>begun</u> this fall.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) begun
   (2) had began
   (3) began
   (4) begin
   (5) did began

4. Sentence 3: **Rather than burning leaves, residents were requested to rake leaves toward the street, where leaf vacuums could easily pick them up.**

   Which correction should be made to sentence 3?

   (1) remove the comma after <u>leaves</u>
   (2) change <u>were</u> to <u>been</u>
   (3) change <u>were</u> to <u>being</u>
   (4) change <u>pick</u> to <u>picked</u>
   (5) no correction is necessary

Answers start on page 44.

On Your Essay, proofread to make sure that you have used the correct form of the verb based on the meaning of your ideas. For example you would write: *I drove to school yesterday* but for a different meaning, you would write: *I have driven to school every day this week.*

STRATEGY 10 Use the Correct Verb Tense

Verbs tell time—whether an action is in the present, was in the past, or will be in the future. On both the GED multiple-choice section and in your essay, you must use verb times, or **tenses,** correctly and consistently. In Part I, you'll have to check for word clues to tense (such as *now, yesterday, in the future*) as well as sequence of tenses in individual sentences, such as this:

Wrong: *As the receiver crossed the goal line, the crowd cheers.* (past with present)
Correct: *As the receiver crossed the goal line, the crowd cheered.* (past with past)

For each passage in the multiple-choice section, there will also be one item in which you need to consider verb tense based on the passage as a whole.

SAMPLE GED PASSAGE

(1) The most popular sport worldwide today will be soccer. (2) All over the world, fans gather in stadiums and around television sets to watch their teams play. (3) The current huge popularity of soccer among children in the United States raises interesting questions about the future of sports like baseball and football. (4) More American kids played soccer than any other sport.

With Sentence Clues

Sentence 1: **The most popular sport worldwide today will be soccer.**

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) will be
(2) has been
(3) being
(4) is
(5) was

THINK: *I'll look for word clues in the sentence as to what the verb tense should be.*

A word that gives a clue to time is

_____

Did you write *today*? What tense—present, past, or future—would be used with *today*?

ANSWER: Choice **(4)**

With Passage Clues

Sentence 4: **More American kids played soccer than any other sport.**

Which correction should be made to sentence 4?

(1) change played to play
(2) change played to playing
(3) change sport to sporting
(4) replace than with then
(5) no correction is necessary

THINK: *The sentence seems OK, but when I read it with the whole passage, I see that the passage is in the present tense. I'll look for the answer choice that changes the verb from past to present.*

Choice **(1)** is correct.
Choice (2) creates an incomplete verb.
Choice (3) makes no sense.
Choice (4) creates a spelling error.

TESTWISE
① ② ③ ④ ⑤

Even if a verb seems correct in the sentence, check the tense of the rest of the passage to make the sentence consistent with the meaning of the passage as a whole.

Apply the Strategy

Read the passages and correct the errors in grammar and usage.

(A)

(1) One of the most remarkable literary events in recent years is the Harry Potter books. (2) This series of novels told the story of a young English wizard who constantly finds himself in terrible danger from the forces of black magic. (3) The Harry Potter books are supposedly written for children. (4) However, they will be wildly popular with adults as well. (5) Now that Harry Potter is a movie hero as well, his popularity will likely continue at least into the next generation.

1. Sentence 2: **This series of novels told the story of a young English wizard who constantly finds himself in terrible danger from the forces of black magic.**

   Which correction should be made to sentence 2?

   THINK: *What is the tense of the passage overall? How should the tenses in this sentence fit in?*

   (1) change told to tells
   (2) change told to tell
   (3) change finds to will find
   (4) change finds to has found
   (5) no correction is necessary

2. Sentence 4: **However, they will be wildly popular with adults as well.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *What tense should this sentence be in so that it fits with the tense of the passage as a whole?*

   (1) will be
   (2) been
   (3) could be
   (4) are
   (5) were

On Your Essay, make sure that you use verb tenses consistently. Otherwise, the readers who score your essay may become confused about what you are saying.

To: Lalo's Cantina
From: Martinez Marketing Services

(A)

(1) This report summarizes our marketing program for the past three months to help build the delivery business for Lalo's Cantina. (2) We spent the previous quarter laying the groundwork and initiating our program. (3) For this period, our target market is homes and businesses within one mile of the restaurant.

(B)

(4) To reach that market, we distributed leaflets throughout the area, and we make sales calls to selected potential business customers. (5) We also placed ads in community papers. (6) As a result, we understand that Lalo's kitchen volume increased by 15 percent.

3. Sentence 3: **For this period, our target market is homes and businesses within one mile of the restaurant.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) is
   (2) are
   (3) were
   (4) will be
   (5) was

4. Sentence 4: **To reach that market, we distributed leaflets throughout the area, and we make sales calls to selected potential business customers.**

   Which correction should be made to sentence 4?

   (1) change we distributed to after distributing
   (2) change distributed to distribute
   (3) remove the comma after area
   (4) change make to made
   (5) no correction is necessary

Answers start on page 44.

STRATEGY 11 Use the Correct Pronoun Form

Pronouns are used as subjects and objects in sentences, just as nouns are. However, certain pronouns can be used only as **subjects** (*I see, he sees, she sees, we see, they see*), and others can be used only as **objects** (*see me, see him, see her, see us, see them*). Both *you* and *it* can be used as either (*you see it; it sees you*). A common mistake is to use a subject pronoun as an object, or an object pronoun as a subject. Look at the corrections and the strategies to check them below.

Incorrect: *The Chinese food is for Harold and I.*
Correct: *The Chinese food is for Harold and me.* (**Check:** *The Chinese food is for me).*

Incorrect: *Harold and me love Chinese food.*
Correct: *Harold and I love Chinese food.* (**Check:** *I love Chinese food).*

Another common mistake is to shift from one pronoun to another in a sentence. This happens often with *they* or *you* and the indefinite pronoun *one*.

Incorrect: *When you have made the right decision, one shouldn't look back.*
Correct: *When you have made the right decision, you shouldn't look back.*

Subject or Object?

While you are on vacation, she and me will cover the front desk.

Which correction should be made to this sentence?

(1) remove While
(2) remove the comma after vacation
(3) replace she with her
(4) replace me with I
(5) no correction is necessary

THINK: *The pronouns are being used as subjects.* You *is correct as the subject of the first part. I need to see if both* she *and* me *are correct as subjects of the second part.*

The subject pronouns for the second part should be _____

Did you write *she and I* as the subject pronouns?

ANSWER: Choice **(4)**

CHECK: *I will cover the front desk.*

Pronoun Shift

Visitors will be admitted if they come before noon, but not if you come after noon.

Which correction should be made to this sentence?

(1) change will be to were
(2) replace they come with one comes
(3) remove the comma after noon
(4) replace you with one
(5) replace you with they

THINK: *I need to check each answer choice to see which corrects the shift from* they *to* you.

Choice (1) incorrectly uses the past tense.
Choice (2) incorrectly changes the shift.
Choice (3) removes the comma that is needed between complete thoughts in a sentence.
Choice (4) incorrectly changes the shift.
Choice **(5)** corrects the pronoun shift.

CHECK: *Visitors will be admitted ... but not if they come after noon.*

TESTWISE ① ② ③ ④ ⑤

To check if a pronoun in a compound subject or object is correct, read the sentence without the other subject or object, as shown in the two examples above.

Apply the Strategy

Read the passages and correct the errors in grammar and usage.

(A)

(1) If you need more practice in writing, it might help to write in a journal every day. (2) Try to get up a little earlier in the morning so that you have some quiet time to write. (3) Or you can take a little time before you go to bed to sort out your thoughts about the day.

(B)

(4) If you have a hard time sticking with journal writing, ask your teacher or even other students for some suggestions. (5) Between you and they, you should be able to work out a good plan for writing practice.

1. Sentence 2: **Try to get up a little earlier in the morning so that you have some quiet time to write.**

   Which correction should be made to sentence 2?

   THINK: *Does the pronoun* you *seem to fit in with the pronouns used in the rest of the passage?*

   (1) change Try to Trying
   (2) change get to have gotten
   (3) replace you have with one has
   (4) change have to had
   (5) no correction is necessary

2. Sentence 5: **Between you and they, you should be able to work out a good plan for writing practice.**

   Which correction should be made to sentence 5?

   THINK: *Which choice corrects the wrong pronoun?*

   (1) replace you and they with they and you
   (2) replace they with them
   (3) remove the comma
   (4) change work to have worked
   (5) insert a comma after plan

Convenience Travel, Inc.
Where vacation planning is our job, not yours!

(A)

(1) We know you're tired of searching the Internet and making endless phone calls to plan your vacation. (2) You can give up that struggle and leave the work to we at Convenience Travel, Inc. (3) We are the vacation package specialists.

(B)

(4) Are you thinking of a family vacation but dreading that crowded hotel room? (5) Let us help you find comfortable, affordable lodgings for you and your children. (6) We'll book for you a beautiful suite where you and them will have space and privacy.

3. Sentence 2: **You can give up that struggle and leave the work to we at Convenience Travel, Inc.**

   Which correction should be made to sentence 2?

   (1) replace You with One
   (2) insert a comma after struggle
   (3) change leave to be leaving
   (4) replace we with us
   (5) no correction is necessary

4. Sentence 6: **We'll book for you a beautiful suite where you and them will have space and privacy.**

   Which correction should be made to sentence 6?

   (1) replace for you with for one
   (2) insert a comma after suite
   (3) replace them with they
   (4) remove will
   (5) insert a comma after space

Answers start on page 44.

On Your Essay, proofread your sentences to make sure that you have used only subject pronouns as subjects and object pronouns as objects. Mixing them up is a common error on first drafts.

STRATEGY 12 Fix Pronoun Agreement Problems

To use pronouns correctly, you need to think about the relationship between a pronoun and the word it refers to—its **antecedent.** You must make sure that a pronoun and antecedent agree. A singular antecedent needs a singular pronoun; a plural antecedent needs a plural pronoun:

The jury delivered its verdict late last night. (not their verdict)

(Remember that words that name groups—such as *family, company, choir, team*—are considered singular when the members of the group are acting together as one.)

You also need to make sure that the antecedent of a pronoun is clear. For example:

Vague: *At the diner they said they would hire me.* (Who would hire you? Who is they?)
Clear: *At the diner the owners said they would hire me.*

Ambiguous: *Jay wrote a letter to Max when he was sick.* (Who was sick—Jay or Max?)
Clear: *Jay wrote a letter to Max when Jay was sick.*

Agreement with Antecedent

When a family faces a crisis, they need the support of friends and relatives.

Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

(1) When a family faces a crisis, they need
(2) When a family faces a crisis, it needs
(3) When facing a crisis, it needs
(4) When facing a crisis, they need
(5) In a family crisis, one needs

THINK: *I see that the plural pronoun* they *is referring to a singular antecedent*—family. *I need to figure out a way to write the sentence to correct that error.*

The word *family* needs the singular pronoun _____

Did you write the pronoun *it*?

ANSWER: Choice **(2)**

Ambiguous Pronoun

Ms. Ruffiano told her client, Laura Stein, that she needed to locate the will.

Which correction should be made to this sentence?

(1) change told to telling
(2) replace her with their
(3) remove that she needed
(4) replace she with her
(5) no correction is necessary

THINK: *I can't tell which woman* she *refers to. I need to check each answer choice to see which makes the meaning clear.*

Choice (1) uses an incomplete verb.
Choice (2) uses an incorrect plural pronoun.
Choice **(3)** is correct because removing the phrase makes it clear that Laura Stein must locate the will. The sentence will read: *Ms. Ruffiano told her client to locate the will.*
Choice (4) uses an object pronoun as a subject.

TESTWISE
① ② ③ ④ ⑤

On the GED Writing Test, always consider the passage as a whole. Sometimes an answer depends on an antecedent, a pronoun, a subject, or a verb used in another sentence.

Apply the Strategy

Read the passages and correct the errors in grammar and usage.

(A)

(1) How does a family start homeschooling? (2) Let's visit Helen and her sons, Hunter and Jonas. (3) Helen lives in a town where they say the public schools are excellent. (4) However, she is a former elementary school teacher, and she felt it was a very natural choice to teach her own sons. (5) It happened when Hunter was five years old and Jonas was four. (6) He started to read, and Helen realized then that she didn't want to send her children to kindergarten.

1. Sentence 3: **Helen lives in a town where <u>they say</u> the public schools are excellent.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   THINK: *What does <u>they</u> refer to?*

   (1) they say
   (2) residents say
   (3) one says
   (4) it is said
   (5) you say

2. Sentence 6: **He started to read, and Helen realized then that she didn't want to send her children to kindergarten.**

   Which correction should be made to sentence 6?

   THINK: *Who started to read?*

   (1) replace <u>He</u> with <u>Hunter</u>
   (2) remove the comma after <u>read</u>
   (3) change <u>realized</u> to <u>realizes</u>
   (4) replace <u>she</u> with <u>her</u>
   (5) replace <u>her</u> with <u>their</u>

Be Patient with the Patients: A Guide for Hospital Visitors

(A)

(1) Hospital patients do not always benefit from long visits. (2) When you visit people in the hospital, be sensitive to what they are going through. (3) He or she may be tired or in pain.

(B)

(4) Be understanding when patients are impatient with you, the hospital staff, or any aspect of their care. (5) They dislike being cared for by strangers in a strange place, and naturally patients long to go home.

3. Sentence 3: **<u>He or she</u> may be tired or in pain.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) He or she
   (2) He
   (3) They
   (4) One
   (5) You

4. Sentence 5: **They dislike being cared for by strangers in a strange place, and naturally patients long to go home.**

   Which correction should be made to sentence 5?

   (1) replace <u>They</u> with <u>You</u>
   (2) change <u>dislikes</u> to <u>disliked</u>
   (3) replace <u>strangers</u> with <u>them</u>
   (4) remove the comma after <u>place</u>
   (5) no correction is necessary

Answers start on page 44.

On Your Essay, proofread to make sure that you use singular pronouns to refer to singular subjects that "sound" plural. For example, if you write about your company, write *It made a profit* not *They made a profit.*

GED Practice 2: Grammar and Usage

Questions 1 through 5 refer to the following tips.

How to Keep Your Pet Safe

(A)

(1) If you own a cat or dog, take a few simple steps to ensure your pet's safety. (2) The most basic principle is to keep your pet near you. (3) Always keep your pet on a leash when in public. (4) If you have a fenced-in yard, make sure there were no holes that your pet can use in order to escape. (5) Finally, teach your pet to obey you. (6) The two of you can go to an obedience training class, or you can buy a book and do the training oneself.

(B)

(7) Bringing a pet to a new home sometimes cause problems. (8) When you get a new dog, walk it around to acquaint it with your neighborhood. (9) That way, the dog may find its way home if it gets loose and wander off. (10) Cat owners should keep their cats inside for at least two weeks when they move to a new home. (11) Otherwise a cat may try to go back to its former home. (12) Just in case they do get out, cats and dogs should have collars and ID tags, even when it is at home.

(C)

(13) Last but not least, ask your vet about spaying and neutering your pet. (14) It will be much easier to keep the animal inside if it's not fighting the urge to mate.

1. Sentence 4: **If you have a fenced-in yard, make sure there were no holes that your pet can use in order to escape.**

   Which correction should be made to sentence 4?

   (1) change have to has
   (2) remove the comma after yard
   (3) change were to are
   (4) change were to is
   (5) change use to be using

2. Sentence 6: **The two of you can go to an obedience training class, or you can buy a book and do the training oneself.**

   Which correction should be made to sentence 6?

   (1) remove the comma
   (2) replace or you with or one
   (3) insert a comma after book
   (4) replace oneself with yourself
   (5) no correction is necessary

3. Sentence 7: **Bringing a pet to a new home sometimes cause problems.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) cause
   (2) causes
   (3) caused
   (4) have caused
   (5) causing

4. Sentence 9: **That way, the dog may find its way home if it gets loose and wander off.**

   Which correction should be made to sentence 9?

   (1) remove the comma
   (2) change may find to is finding
   (3) replace its with his
   (4) change gets to got
   (5) change wander to wanders

5. Sentence 12: **Just in case they do get out, cats and dogs should have collars and ID tags on, even when it is at home.**

   Which correction should be made to sentence 12?

   (1) insert a comma after case
   (2) change do to does
   (3) remove the comma after out
   (4) replace it is with they are
   (5) no correction is necessary

Questions 6 through 9 refer to the following warranty.

Electronics World Refund Policy

(A)

(1) All products sold by Electronics World been guaranteed by the manufacturer and covered by warranty. (2) This warranty covers repair or replacement of defective parts.

(B)

(3) Electronics World offers a special 30-day refund/exchange policy. (4) All merchandise to be exchanged or returned must be in their original condition. (5) If the product came with an insert, manual, or warranty card, do not write on it. (6) Pack the products that you are returning into a shipping box with appropriate packing material, and tape the carton securely. (7) Write your Customer Service Authorization Number on the outside of the carton. (8) No merchandise accepted without this number.

6. Sentence 1: **All products sold by Electronics World been guaranteed by the manufacturer and covered by warranty.**

   Which correction should be made to sentence 1?

   (1) change sold to will be sold
   (2) change been to are
   (3) insert a comma after manufacturer
   (4) change covered to is covered
   (5) no correction is necessary

7. Sentence 4: **All merchandise to be exchanged or returned must be in their original condition.**

   Which correction should be made to sentence 4?

   (1) change to be to will be
   (2) insert a comma after exchanged
   (3) insert a comma after returned
   (4) change their to its
   (5) no correction is necessary

8. Sentence 5: **If the product came with an insert, manual, or warranty card, do not write on it.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) came
   (2) comes
   (3) come
   (4) had come
   (5) is coming

9. Sentence 8: **No merchandise accepted without this number.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) accepted
   (2) are accepted
   (3) was accepted
   (4) has been accepted
   (5) will be accepted

GED Practice Evaluation Chart

Check your answers starting on page 44. Fill in the results in the chart and make an action plan.

Questions	Strategy	Pages	Number Correct/Total
3, 4	Make Subjects and Verbs Agree	16–19	_____/2
6	Use the Correct Verb Form	20–21	_____/1
1, 8, 9	Use the Correct Verb Tense	22–23	_____/3
2, 5, 7	Use Pronouns Correctly	24–27	_____/3
			Total: _____/9

Results

0–3 correct • *Need to study more—make a plan*
4–6 correct • *Need to review some skills*
7–9 correct • *Mastery of skills*

Plan: I need to work more on

☐ Making Subjects and Verbs Agree
☐ Using the Correct Verb Form
☐ Using the Correct Verb Tense
☐ Using Pronouns Correctly

STRATEGY 13 Capitalize Correctly

The most basic capitalization rule is to capitalize proper nouns and proper adjectives. A **proper noun** names a specific person, place, thing, or idea. A **proper adjective** is a descriptive word formed from a proper noun. Note the difference between **common nouns** and proper nouns:

Common Nouns	Proper Nouns
woman, man	Oprah Winfrey, Mr. Rogers, Dr. Martin Luther King, Jr.
mayor, senator	Mayor Daley, Senator Clinton—BUT the senator from New York
company, school	Tribune Company, Taft High School—BUT the company, my high school
street	Wall Street—BUT your street
city, state, country	Rapid City, South Dakota, United States
nationality, language	Mexican, Spanish
lake, river, ocean	Lake Michigan, East River, Atlantic Ocean
month, day	June, Saturday—BUT not seasons: spring, summer, fall, winter
biology, history	Biology 201, World History 103—BUT history class

Capitalizing

Trade routes develop along navigable waterways, and the Mississippi river is an outstanding example in the history of the United States.

Which correction should be made to this sentence?

(1) change waterways to Waterways
(2) change river to River
(3) change history to History
(4) change United States to United states
(5) change United States to united states

THINK: *I need to see which nouns are proper—the names of specific persons, places, or things.*

The proper nouns are

Did you write *Mississippi River* and *United States*? If you did, you might have noticed that *river* is not capitalized in the sentence.

ANSWER: Choice **(2)**

Overcapitalizing

Mr. Ray reminded his client, Congressman Knight, that a few words spoken by the Judge could end his chance for reelection in the fall.

Which correction should be made to this sentence?

(1) change client to Client
(2) change Congressman to congressman
(3) change Judge to judge
(4) change fall to Fall
(5) no correction is necessary

THINK: *I'll look at each answer choice to see if any corrects an error.*

Choice (1) is incorrect because *client* is a common noun.
Choice (2) is incorrect because *Congressman* is a specific title used with the name *Knight*.
Choice **(3)** is correct because *judge* is not used as a title with the judge's name.
Choice (4) is incorrect because the seasons are not capitalized.

TESTWISE
① ② ③ ④ ⑤

If you see an error in capitalization in a GED sentence, save time by looking immediately for the answer choice that corrects it.

Apply the Strategy

Read the passages and correct the errors in mechanics.

(A)

(1) A local park district faces opposition from residents over the upgrade of an old, somewhat neglected park. (2) Residents near Lindley park say they object to a plan to remove a grove of trees, but officials from the Oakwood Park District insist that the trees are diseased and must be taken out. (3) Members of Urban Prairie Planters, a local gardening Club, say they will put in a prairie garden next spring if a large, sunny area is cleared.

1. Sentence 2: **Residents near Lindley park say they object to a plan to remove a grove of trees, but officials from the Oakwood Park District insist that the trees are diseased and must be taken out.**

   Which correction should be made to sentence 2?

   THINK: *Are proper nouns capitalized correctly?*

   (1) change park to Park
   (2) change say to says
   (3) remove the comma
   (4) change officials to Officials
   (5) change Park District to park district

2. Sentence 3: **Members of Urban Prairie Planters, a local gardening Club, say they will put in a prairie garden next spring if a large, sunny area is cleared.**

   Which correction should be made to sentence 3?

   THINK: *Are any words capitalized that should not be?*

   (1) change Urban Prairie Planters to urban prairie planters
   (2) change Club to club
   (3) change say to says
   (4) change spring to Spring
   (5) no correction is necessary

To: Softball league players
From: Tom Dooley

(A)

(1) Elwood City Adult Coed Softball League is gearing up for another great season. (2) We have team captains recruiting in Companies and neighborhood organizations all over town. (3) Our games will start during the first week of April, and we will play our usual weekday evening schedule, with no games on friday nights.

3. Sentence 2: **We have team captains recruiting in Companies and neighborhood organizations all over town.**

   Which correction should be made to sentence 2?

   (1) change captains to Captains
   (2) change Companies to companies
   (3) insert a comma after Companies
   (4) change organizations to Organizations
   (5) change town to Town

4. Sentence 3: **Our games will start during the first week of April, and we will play our usual weekday evening schedule, with no games on friday nights.**

   Which correction should be made to sentence 3?

   (1) change week to Week
   (2) change April to april
   (3) remove the comma after April
   (4) change evening to Evening
   (5) change friday to Friday

Answers start on page 45.

STRATEGY 14 Spell Well

People often make mistakes in writing **possessives** and **contractions** because certain pairs of them sound alike: *your* and *you're*, *their* and *they're*, *theirs* and *there's*, *whose* and *who's*, *its* and *it's*. If you're not sure which spelling you need in a particular sentence, try this test. Say the sentence with the two words the contraction is based on, and see if it makes sense:

Mr. Mason is grateful that (your OR you're?) working overtime.
Test: *Mr. Mason is grateful that you are working overtime.*

Because *you are* does make sense, *you're* is the correct choice.

English has many other **homonyms**—words that sound alike (or almost alike) but mean different things. Check your knowledge of these spelling troublemakers: *affect/effect, too/two/to, all ready/already, knew/new, know/no, loose/lose, past/passed, quite/quiet, counsel/council, and personal/personnel.* Keep a log of words you tend to misspell in your own writing. As you prepare for the GED Test, focus your spelling study on the errors you're most likely to make.

Possessive or Contraction?

When you check supplies on Monday, its important to make sure there's enough coffee to last through next week.

Which correction should be made to this sentence?

(1) change Monday to monday
(2) replace its with it's
(3) change make to makes
(4) replace there's with theirs
(5) replace week with weak

THINK: *Two possessive/contraction sound-alikes are in this sentence:* its/it's *and* there's/theirs. *I'll substitute the two words each contraction stands for in the sentence:*

When you check supplies on Monday, _____ important to make sure _____ enough coffee to last through next week.

Did you write *it is* and *there is*? Which of the contractions should be corrected?

ANSWER: Choice **(2)**

Other Homonyms

Matthew Schroeder, our personal manager, announced that he would form a council of employees to review new policies.

Which correction should be made to this sentence?

(1) replace personal with personnel
(2) change announced to announcing
(3) replace council with counsel
(4) replace new with knew
(5) no correction is necessary

THINK: *Based on the answer choices, I know exactly which words to focus on. I need to think about the meaning of the different spellings and choose which meaning fits the sentence.*

Choice **(1)** is correct. The word *personnel* relates to employee policies.
Choice (2) is incorrect because it is not a complete verb.
Choices (3) and (4) use the wrong meanings for this sentence.

TESTWISE ① ② ③ ④ ⑤

Spelling errors in Part I of the GED Test are focused on homonyms, possessives, contractions, and other commonly confused words. Focus on these to prepare for the multiple-choice portion of the GED Writing Test.

Apply the Strategy

Read the passages and correct the errors in mechanics.

(A)

(1) Most people benefit from some kind of calming activity when their stressed. (2) Walking has a wonderful calming affect, and it's especially good for people whose daily lives are sedentary. (3) People who are already on their feet all day can try calming activities such as listening to soothing music or doing handicrafts. (4) Meditation is also an excellent way to lower one's blood pressure and reduce stress.

1. Sentence 1: **Most people benefit from some kind of calming activity when their stressed.**

   Which correction should be made to sentence 1?

   THINK: *Which spelling of each homonym is needed in this sentence?*

   (1) change benefit to have benefited
   (2) replace some with sum
   (3) insert a comma after activity
   (4) replace their with there
   (5) replace their with they're

2. Sentence 2: **Walking has a wonderful calming affect, and it's especially good for people whose daily lives are sedentary.**

   Which correction should be made to sentence 2?

   THINK: *Are all the homonyms spelled correctly in this sentence?*

   (1) replace affect with effect
   (2) remove the comma after affect
   (3) replace it's with its
   (4) replace whose with who's
   (5) change are to is

To: Michael Burns
Re: Accounts Receivable

Dear Michael:

(A)

(1) I am writing out of concern that we have not been paid for our last two shipments on time. (2) As you know, once 30 days have past, we must assess a monthly interest rate on your outstanding bill.

(B)

(3) You're a valued part of our business, and we would not like to loose you as a customer. (4) Let's discuss this problem as soon as possible.

3. Sentence 2: **As you know, once 30 days have past, we must assess a monthly interest rate on your outstanding bill.**

   Which correction should be made to sentence 2?

   (1) replace know with no
   (2) change have to has
   (3) replace past with passed
   (4) replace your with you're
   (5) no correction is necessary

4. Sentence 3: **You're a valued part of our business, and we would not like to loose you as a customer.**

   Which correction should be made to sentence 3?

   (1) replace You're with Your
   (2) replace our with hour
   (3) replace would with wood
   (4) replace loose with lose
   (5) no correction is necessary

Answers start on page 45.

On Your Essay, proofread to check for the types of spelling errors tested on Part I—homonyms, contractions, and possessives. But also, know your personal "Spelling Demons" and correct those as well.

STRATEGY 15 Use Commas Correctly

Commas are used to show where pauses in thought occur, making a sentence more clear to the reader. You've already learned some strategies for using commas correctly:

- between two complete thoughts in a sentence (along with a coordinating conjunction)
- after introductory elements (dependent thoughts and modifiers)
- between the items in a series

Commas are also used with **interrupting elements**—words or phrases that interrupt the flow of thought. A special kind of interrupting element is the **appositive,** or renaming phrase. When an appositive is not essential to knowing who or what is being talked about, use commas:

Andrea Forth, a prominent psychologist, will be on TV tonight talking about dreams.
Talking about dreams on TV tonight will be Andrea Forth, a prominent psychologist.

When an appositive *is* essential to understanding, don't use commas:

The cookbook Joy of Cooking *is still in print after 70 years.*

Comma with Introductory Element

Based on my research it's important to make a profit within two years, or investors in this industry are likely to pull out.

Which correction should be made to this sentence?

(1) insert a comma after research
(2) change it's to its
(3) insert a comma after important
(4) remove the comma after years
(5) change are to is

THINK: *The sentence seems to require another pause. A second comma is needed.*

The strategy for commas that applies is this:

Use a comma _____

Did you write *after an introductory element?* Now determine where that phrase ends.

ANSWER: Choice **(1)**

Comma with Appositive

After the opening ceremonies, parents can meet with the new principal Thea Perkins.

Which correction should be made to this sentence?

(1) remove the comma after ceremonies
(2) insert a comma after meet
(3) replace principal with principle
(4) insert a comma after principal
(5) no correction is necessary

THINK: *I need to check the choices to see which corrects an error in comma usage.*

Choice (1) incorrectly removes a comma after an introductory element.
Choice (2) is incorrect because there is no reason to use a comma here.
Choice (3) uses the wrong homonym for this sentence.
Choice **(4)** is correct. *Thea Perkins* renames the new principal.

TESTWISE ① ② ③ ④ ⑤

Watch out for comma overuse in GED sentences. Some items will involve removing commas that shouldn't be there.

Apply the Strategy

Read the passages and correct the errors in mechanics.

(A)

(1) Buying clubs are small cooperatives, neighborhood groups of families who buy staple goods in bulk quantities. (2) One local buying club, Lift-and-Lug Co-op has been an active group since 1980. (3) Every month, the members compile their orders and send them to South Farm Central Cooperative. (4) The following week, a truck arrives from South Farm, and drops the entire load of goods on a co-op member's front lawn.

1. Sentence 2: **One local buying club, Lift-and-Lug Co-op has been an active group since 1980.**

   Which correction should be made to sentence 2?

   THINK: *Where does the appositive begin and end? Is it essential?*

   (1) replace local with locale
   (2) remove the comma after club
   (3) insert a comma after Co-op
   (4) change has been to was
   (5) insert a comma after group

2. Sentence 4: **The following week, a truck arrives from South Farm, and drops the entire load of goods on a co-op member's front lawn.**

   Which correction should be made to sentence 4?

   THINK: *Are the commas necessary in this sentence?*

   (1) remove the comma after week
   (2) insert a comma after arrives
   (3) remove the comma after Farm
   (4) change drops to drop
   (5) change co-op to Co-op

To: Picnic Planning Committee
From: Maria Maples
Re: Arrangements with Jimmy's Water World

(A)

(1) This could be my final report! (2) At the committee's request, I've made arrangements to hold the company's summer picnic at a local water park Jimmy's Water World. (3) Jimmy's has a wide range of facilities. (4) Depending on their preferences our employees and their families will be able to participate in active sports or just relax.

3. Sentence 2: **At the committee's request, I've made arrangements to hold the company's summer picnic at a local water park Jimmy's Water World.**

   Which correction should be made to sentence 2?

   (1) remove the comma after request
   (2) change company's to Company's
   (3) replace company's with companies
   (4) insert a comma after picnic
   (5) insert a comma after park

4. Sentence 4: **Depending on their preferences our employees and their families will be able to participate in active sports or just relax.**

   Which correction should be made to sentence 4?

   (1) replace their with there
   (2) insert a comma after preferences
   (3) insert a comma after employees
   (4) insert a comma after sports
   (5) no correction is necessary

Answers start on page 45.

On Your Essay, avoid the overuse of commas, but be sure to use commas where they are needed

GED Practice 3: Mechanics

Questions 1 through 5 refer to the following information.

The History of Your Lunch

(A)

(1) Have you ever had a sandwich and potato chips for lunch? (2) If so, did you ever think about the origins of you're meal?

(B)

(3) The sandwich was invented by John Montagu the fourth Earl of Sandwich. (4) Montagu spent much of his time gambling in London pubs. (5) As he gambled he would munch on a creation of his own—slices of meat between two pieces of bread. (6) In 1762, people began to call this combination a "sandwich." (7) Elizabeth Leslie introduced the sandwich to America via her cookbook, which was published in 1827. (8) The sandwich gained popularity with Americans when soft white bread made its debut in the early 1900s.

(C)

(9) The potato chip was invented in 1853 by George Crum, a Native American–African American chef at Moon Lake Lodge in Saratoga springs, New York. (10) One day, a customer complained that the French fries were overly thick. (11) Crum cooked up thinner fries but the diner was still unhappy. (12) Hoping to irritate the customer, Crum made fries so thin that they could not be eaten with a fork. (13) However, to Crum's great surprise, the customer was delighted and the potato chip was born.

1. Sentence 2: **If so, did you ever think about the origins of you're meal?**

   Which correction should be made to sentence 2?

   (1) remove the comma
   (2) change did to do
   (3) insert a comma after think
   (4) replace you're with your
   (5) no correction is necessary

2. Sentence 3: **The sandwich was invented by John Montagu the fourth Earl of Sandwich.**

   Which correction should be made to sentence 3?

   (1) insert a comma after invented
   (2) replace by with buy
   (3) insert a comma after Montagu
   (4) change fourth to Fourth
   (5) replace fourth with forth

3. Sentence 5: **As he gambled he would munch on a creation of his own—slices of meat between two pieces of bread.**

   Which correction should be made to sentence 5?

   (1) insert a comma after gambled
   (2) replace meat with meet
   (3) replace two with to
   (4) replace two with too
   (5) no correction is necessary

4. Sentence 9: **The potato chip was invented in 1853 by George Crum, a Native American–African American chef at Moon Lake Lodge in Saratoga springs, New York.**

   Which correction should be made to sentence 9?

   (1) remove the comma after Crum
   (2) change Native to native
   (3) change chef to Chef
   (4) change Lodge to lodge
   (5) change springs to Springs

5. Sentence 11: **However, to Crum's great surprise, the customer was delighted and the potato chip was born.**

   Which correction should be made to sentence 11?

   (1) remove the comma after However
   (2) replace great with grate
   (3) remove the comma after surprise
   (4) insert a comma after delighted
   (5) no correction is necessary

Questions 6 through 9 refer to the following letter.

Dear Friend:

(A)

(1) Have you been thinking that its time to get into shape? (2) The Lindemore Health Club has a fantastic introductory offer designed just for you. (3) For only $9.99, you get one month of membership, including use of the pool exercise machines, and sauna.

(B)

(4) Come try out our yoga and aerobics classes taught by top-notch instructors. (5) We think you'll agree that working out at the Lindemore does super things for your body—and it's fun, to! (6) To sign up, simply mail in the enclosed form. (7) Our offer is valid only until august 31, so act now!

Sincerely,

Marjorie McKnight
Manager

6. Sentence 1: **Have you been thinking that its time to get into shape?**

   Which correction should be made to sentence 1?

   (1) change Have you been to You been
   (2) replace its with it's
   (3) insert a comma after time
   (4) replace to with two
   (5) no correction is necessary

7. Sentence 3: **For only $9.99, you get one month of membership, including use of the pool exercise machines, and sauna.**

   Which correction should be made to sentence 3?

   (1) replace For with Four
   (2) remove the comma after $9.99
   (3) change month to Month
   (4) remove the comma after membership
   (5) insert a comma after pool

8. Sentence 5: **We think you'll agree that working out at the Lindemore does super things for your body—and it's fun, to!**

   Which correction should be made to sentence 5?

   (1) insert a comma after agree
   (2) replace your with you're
   (3) replace it's with its
   (4) replace to with too
   (5) no correction is necessary

9. Sentence 7: **Our offer is valid only until august 31, so act now!**

   Which correction should be made to sentence 7?

   (1) replace Our with Are
   (2) insert a comma after valid
   (3) change august to August
   (4) remove the comma after 31
   (5) no correction is necessary

GED Practice Evaluation Chart

Check your answers starting on page 45. Fill in the results in the chart and make an action plan.

Questions	Strategy	Pages	Number Correct/Total
4, 9	Capitalize Correctly	30–31	_____/2
1, 6, 8	Spell Well	32–33	_____/3
2, 3, 5, 7	Use Commas Correctly	34–35	_____/4
			Total: _____/9

Results

0–3 correct • *Need to study more—make a plan*
4–5 correct • *Need to review some skills*
6–7 correct • *Mastery of skills*

Plan: I need to work more on

☐ Capitalization
☐ Spelling
☐ Punctuation with Commas

Practice GED Test

Questions 1 through 5 refer to the following article.

Test-Driving a Car

(A)

(1) It's always wise to test-drive a car before you buy it. (2) However, knowing that your salesperson will probably try to pressure you to buy immediately. (3) To decide under less pressure, test-drive several cars on one day and buy on another day.

(B)

(4) On the test-drive, the salesperson will guide you to drive along a certain route. (5) Ask to alter the route so that it match your driving requirements. (6) If commuting to work on the highway, the car's acceleration up to 65 m.p.h. needs to be tested. (7) If you drive in the mountains, make sure part of your test-drive is on a hill.

(C)

(8) When you get into the car, adjust the seat the seatbelt, and the mirrors. (9) Consider how comfortable the car is. (10) As you drive, notice how well the car accelerates, brakes, passes, climbs hills, and turns corners. (11) Listen for engine noise and squeaks.

(D)

(12) If you're thinking about buying the car, copy down the price from the sticker, including the base price, and the costs of the options. (13) Then go test-drive another car.

1. Sentence 2: **However, knowing that your salesperson will probably try to pressure you to buy immediately.**

   Which correction should be made to sentence 2?

   (1) remove the comma after However
   (2) change knowing to know
   (3) remove that
   (4) replace your with you're
   (5) no correction is necessary

2. Sentence 5: **Ask to alter the route so that it match your driving requirements.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) match
   (2) matched
   (3) matches
   (4) will match
   (5) can match

3. Sentence 6: **If commuting to work on the highway, the car's acceleration up to 65 m.p.h. needs to be tested.**

   The most effective revision of sentence 6 would begin with which group of words?

   (1) If you commute to work
   (2) When testing the car's acceleration
   (3) In the process of commuting to work
   (4) In order to test the car's acceleration
   (5) Accelerating the car,

4. Sentence 8: **When you get into the car, adjust the seat the seatbelt, and the mirrors.**

   Which correction should be made to sentence 8?

   (1) change get to gets
   (2) remove the comma after car
   (3) change adjust to adjusting
   (4) insert a comma after seat
   (5) remove the comma after seatbelt

5. Sentence 12: **If you're thinking about buying the car, copy down the price from the sticker, including the base price, and the costs of the options.**

   Which correction should be made to sentence 12?

   (1) replace you're with your
   (2) remove the comma after car
   (3) change copy to copying
   (4) change including to include
   (5) remove the comma after price

Questions 6 through 10 refer to the following notice.

You and Jury Service

(A)

(1) Please read this notice carefully to learn about your responsibilities as a juror. (2) You are requested to follow the rules described below in order to enable the Court to operate efficiently.

(B)

(3) Jurors are asked to make one's decision about the case based on the evidence only. (4) If you are chosen to hear a case, do not discuss the case with friends or family members. (5) Their opinions may unfairly influence you. (6) Avoid reading newspapers or watching TV news reports that deal with the trial. (7) If you do seek outside sources of information about the case. (8) Your impartiality may be questioned.

(C)

(9) While the trial is in progress, do not speak with any lawyers, witnesses, or reporters. (10) Even if your comment seems to be an innocent one, someone who is watching you may misunderstand your intent. (11) When the trial is over, you may speak about it with anyone you wish, you are not obligated to.

(D)

(12) If you become ill during a trial, notify the judge. (13) The same is true if you have a family emergency. (14) If necessary, he or she will release you from your duty.

6. Sentence 2: **You are requested to follow the rules described below in order to enable the Court to operate efficiently.**

   Which correction should be made to sentence 2?

   (1) change are to have been
   (2) change rules to Rules
   (3) insert a comma after rules
   (4) change Court to court
   (5) no correction is necessary

7. Sentence 3: **Jurors are asked to make one's decision about the case based on the evidence only.**

   Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

   (1) one's
   (2) his
   (3) your
   (4) its
   (5) their

8. Sentences 7 and 8: **If you do seek outside sources of information about the case. Your impartiality may be questioned.**

   Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

   (1) case. Your
   (2) case, your
   (3) case, and your
   (4) case. So your
   (5) case, but your

9. Sentence 11: **When the trial is over, you may speak about it with anyone you wish, you are not obligated to.**

   Which correction should be made to sentence 11?

   (1) remove the comma after over
   (2) change may speak to will have spoken
   (3) insert but after wish,
   (4) replace to with too
   (5) no correction is necessary

10. Sentences 12 and 13: **If you become ill during a trial, notify the judge. The same is true if you have a family emergency.**

    The most effective combination of sentences 12 and 13 would include which group of words?

    (1) become ill or have a family emergency
    (2) judge, and also if
    (3) If, on becoming ill, you notify
    (4) Having become ill, notify the judge
    (5) Whether you become ill or if you

Questions 11 through 15 refer to the following article.

The Power of Color

(A)

(1) Colors are not just decorative; they also affect us in ways we may not realize. (2) For example, many fast-food restaurants have a decor that features yellow and red, and orange is included too. (3) These three colors are known to increase appetite. (4) Blue, on the other hand, is a color that has a calming affect. (5) Studies have shown that children become less aggressive when they are put into blue classrooms. (6) According to another study, when the black bridges in London was painted blue, the suicide rate dropped by 50 percent.

(B)

(7) The color pink also influences mood. (8) At Johns Hopkins Medical University in Baltimore, patients receive a colored square called "bubble gum pink." (9) It has been demonstrated that this color suppresses appetite and helps patients cut down on snacking that results from stress. (10) Pink has also been used to calm patients in mental hospitals.

(C)

(11) Colored light is used as a form of therapy. (12) For instance, when infants got jaundice, they are placed under an ultraviolet light. (13) Red light is used to treat skin problems and anemia, while yellow light heals muscle cramps.

11. Sentence 2: **For example, many fast-food restaurants have a decor that features yellow and red, and orange is included too.**

    The most effective revision of sentence 2 would include which group of words?

    (1) featuring a decor of yellow and red
    (2) for fast-food restaurants, a decor of
    (3) including yellow and red and orange also
    (4) the decor, of which the colors are
    (5) features yellow, red, and orange

12. Sentence 4: **Blue, on the other hand, is a color that has a calming affect.**

    Which correction should be made to sentence 4?

    (1) remove the comma after Blue
    (2) remove the comma after hand
    (3) change is to being
    (4) change has to have
    (5) replace affect with effect

13. Sentence 6: **According to another study, when the black bridges in London was painted blue, the suicide rate dropped by 50 percent.**

    Which correction should be made to sentence 6?

    (1) remove the comma after study
    (2) change London to london
    (3) change was to were
    (4) remove the comma after blue
    (5) change dropped to dropping

14. Sentence 9: **It has been demonstrated that this color suppresses appetite and helps patients cut down on snacking that results from stress.**

    Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

    (1) appetite and helps
    (2) appetite, and helps
    (3) appetite. And it helps
    (4) appetite. This color helps
    (5) appetite it helps

15. Sentence 12: **For instance, when infants got jaundice, they are placed under an ultraviolet light.**

    Which correction should be made to sentence 12?

    (1) remove the comma after instance
    (2) change got to get
    (3) remove the comma after jaundice
    (4) change are to been
    (5) no correction is necessary

Questions 16 through 20 refer to the following letter.

To whom it may concern:

(A)

(1) I am writing with regard to the teller position. (2) I believe that me has the perfect combination of experience and skills for the job. (3) As you can see from the enclosed resume, I done worked as a teller for nine years at the Bank of Lewiston. (4) As a result of that experience I have a strong background in banking.

(B)

(5) I would appreciate the chance to learn more about the position. (6) Maybe you would like to meet with me. (7) You can contact me at 555-4231. (8) I have been available evenings after six o'clock as well as Saturdays and Sundays.

Sincerely,
David Willis

16. Sentence 2: **I believe that me has the perfect combination of experience and skills for the job.**

    Which correction should be made to sentence 2?

    (1) insert a comma after believe
    (2) replace me has with I have
    (3) insert a comma after combination
    (4) insert a comma after skills
    (5) no correction is necessary

17. Sentence 3: **As you can see from the enclosed resume, I done worked as a teller for nine years at the Bank of Lewiston.**

    Which is the best way to write the underlined portion of this sentence? If the original is the best way, choose option (1).

    (1) done worked
    (2) am working
    (3) worked
    (4) working
    (5) work

18. Sentence 4: **As a result of that experience I have a strong background in banking.**

    Which correction should be made to sentence 4?

    (1) insert a comma after result
    (2) insert a comma after experience
    (3) change have to has
    (4) insert a comma after background
    (5) no correction is necessary

19. Sentences 6 and 7: **Maybe you would like to meet with me. You can contact me at 555-4231.**

    The most effective combination of sentences 6 and 7 would begin with which group of words?

    (1) If you would like to meet with me, you
    (2) Upon contacting me at 555-4231,
    (3) meet with me, and contact me at
    (4) meeting and contacting me at
    (5) To meet with and contact me,

20. Sentence 8: **I have been available evenings after six o'clock as well as Saturdays and Sundays.**

    Which correction should be made to sentence 8?

    (1) change have been to am
    (2) insert a comma after evenings
    (3) insert a comma after Saturdays
    (4) change Saturdays and Sundays to saturdays and sundays
    (5) no correction is necessary

GED Practice Evaluation Chart

Check your answers starting on page 45. Fill in the results in the chart and make an action plan.

Questions	Strategy	Pages	Number Correct/Total
9, 14	Correct Run-Ons and Comma Splices	2–3	_____/2
10	Combine or Revise Ideas	4–5	_____/1
19	Subordinate Ideas in Sentences	6–7	_____/1
1, 8	Correct Sentence Fragments	8–9	_____/2
3	Use Modifiers Correctly	10–11	_____/1
11	Make Ideas Parallel	12–13	_____/1
2, 13	Make Subjects and Verbs Agree	16–19	_____/2
17	Use the Correct Verb Form	20–21	_____/2
15, 20	Use the Correct Verb Tense	22–23	_____/1
7, 16	Use Pronouns Correctly	24–27	_____/2
6	Capitalize Correctly	30–31	_____/1
12	Spell Well	32–33	_____/1
4, 5, 18	Use Commas Correctly	34–35	_____/3
			Total: _____/20

Results

0–10 correct • *Need to study more—make a plan*
11–16 correct • *Need to review some skills*
17–20 correct • *Mastery of skills*

Plan: I need to work more on

- ☐ Correcting Run-Ons, Comma Splices, and Fragments
- ☐ Combining Subordinating, and Modifying Ideas
- ☐ Making Ideas Parallel
- ☐ Making Subjects and Verbs Agree
- ☐ Using Correct Verb Forms and Tenses
- ☐ Using Pronouns Correctly
- ☐ Capitalizing, Spelling, and Punctuating Correctly

Answers

Strategy 1: Correct Run-Ons and Comma Splices, page 3

1. **(4) insert and after wall,** Sentence 2 is a comma splice. It needs a conjunction along with the comma.
2. **(3) information. It can** Choice (3) fixes the run-on by making two separate sentences.
3. **(1) auditorium. I** The original sentences are correct.
4. **(2) insert and after the comma** Sentence 4 is a comma splice. It needs a conjunction along with the comma.

Strategy 2: Combine or Rewrite Ideas to Make New Sentences, page 5

1. **(4) One dramatic change in the world of work is** The most effective sentence would read, *One dramatic change in the world of work is an increase in self-employment.*
2. **(3) create small flexible businesses** The most effective sentence would read, *Many of these people would rather create small flexible businesses they can run on their own than develop large new companies.*
3. **(1) As a result, all** The most effective sentence would read, *As a result, all workstations will have a connection to the Internet.*
4. **(5) e-mail accounts provided by the company** The most effective sentence would read, *Furthermore, all workers will have access to individual e-mail accounts provided by the company.*

Strategy 3: Subordinate Ideas in Sentences, page 7

1. **(3) Although sleep is as important to** The most effective sentence would read, *Although sleep is as important to our bodies as food and water, we constantly cut corners on it.*
2. **(1) Because Americans have reduced** The most effective sentence would read, *Because Americans have reduced our average night's sleep by two hours in the last hundred years, we are having a sleeplessness epidemic.*
3. **(5) no correction is necessary** The original sentence is correct.
4. **(2) customer, the** A comma is needed after the introductory thought, which begins with a subordinating conjunction.

Strategy 4: Correct Sentence Fragments, page 9

1. **(5) country has warm** The sentence was a fragment needing a verb (*has*) to make it complete.
2. **(5) expensive, it's** Sentence 3 is a dependent thought that can be attached to sentence 4. Because it comes first, a comma is needed after it.
3. **(2) help if** Sentence 3 is a dependent thought that can be attached to sentence 2.
4. **(1) insert will be after sheet** The sentence was a fragment that needed a verb.

Strategy 5: Use Modifiers Correctly, page 11

1. **(4) The celebrities hope the articles, enhanced by glossy and glamorous photos, will** The phrase *enhanced by glossy and glamorous photos* modifies *articles*, so it should be next to it.
2. **(2) insert a comma after minute** An introductory modifying phrase needs to be set off with a comma.
3. **(5) agent will show you efficiently designed office suites overlooking** The suites are overlooking a lovely landscaped courtyard, not the rental agent.
4. **(3) looking not only** *Not only* does not modify *looking*; it relates to the phrase after it.

Strategy 6: Make Ideas Parallel, page 13

1. **(5) no correction is necessary** The original sentence is correct.
2. **(3) or play a sport** The three parallel parts are *drive a car, eat in a restaurant,* and *play a sport.*
3. **(2) and hold a costume contest** The three parallel parts are *pass out trick-or-treat candy . . . , have our own treats . . . ,* and *hold a costume contest.*
4. **(4) mask or carry** The two parallel parts are *wear a mask* and *carry any object.*

GED Practice 1: Sentence Structure, pages 14–15

1. **(5) instance, check (Correct Sentence Fragments)** The sentence fragment is corrected by using a correct, complete verb form.
2. **(1) Search under the sofa cushions, in your purse, and in (Combine Ideas)** In the original sentence, the word *search* appears three times. The revised sentence eliminates this repetition and wordiness.
3. **(2) When you clean your house or apartment, (Use Modifiers Correctly)** The original sentence discusses "items that you don't want when you clean." In the revised sentence, the modifier is moved to show that the focus is on what you should look for when you clean.
4. **(4) change avoiding to avoid (Make Ideas Parallel)** The verbs *live* and *avoid* are parallel and should appear in the same form.
5. **(4) insert were used after genders (Correct Sentence Fragments)** There is no verb in this sentence fragment, so one must be inserted.
6. **(5) rotated. Each (Correct Comma Splices)** Two complete thoughts are connected only by a comma. This choice makes them two separate sentences.

7. **(3) Spanish because these (Correct Run-Ons)** This choice corrects the run-on sentence by adding an appropriate subordinating conjunction.
8. **(2) If a storm is particularly destructive, its (Subordinate Ideas)** This option effectively combines ideas into a dependent thought at the beginning of one sentence.

Stratfgy 7: Make Subjects and Verbs Agree, page 17

1. **(1) change seem to seems** *Everyone* is singular, and the verb form for a singular subject ends in *-s*.
2. **(2) change does to do** The correct subject-verb pair is *Fathers . . . do*.
3. **(4) sets** *Crew* is a subject that names a group acting as one, so it is singular and needs the verb *sets*.
4. **(1) change needs to need** The correct subject-verb pair is *tables . . . need*.

Strategy 8: Make Subjects and Verbs Agree in Different Sentence Structures, page 19

1. **(5) is** This sentence can be rewritten as *A new kind of car is on the market now*. The subject is *kind*, which is singular.
2. **(1) change is to are** You can rewrite this sentence as *Signs are there that these cars . . .*
3. **(1) There is no** The original sentence is correct.
4. **(3) change goes to go** Both *dyes* and *water* are part of the compound subject, which is therefore plural and requires the verb *go*.

Strategy 9: Use the Correct Verb Form, page 21

1. **(2) has been disappearing** The verb *been disappearing* is incomplete and requires the helping verb *has*.
2. **(1) insert have before done** The verb *done* is incomplete and requires the helping verb *have*.
3. **(3) began** The form of the verb required in this sentence is the simple past, *began*.
4. **(5) no correction is necessary** The sentence is correct.

Strategy 10: Use the Correct Verb Tense, page 23

1. **(1) change told to tells** The passage and the last part of the sentence are written in the present tense, so the past tense *told* is incorrect.
2. **(4) are** The passage is written in the present tense, so the future tense *will be* is incorrect.
3. **(5) was** The passage describes activities in the past, so the present tense *is* is incorrect.
4. **(4) change make to made** The passage describes activities in the past, and the first part of the sentence is in the past tense, so the present tense *make* is incorrect.

Strategy 11: Use the Correct Pronoun Form, page 25

1. **(5) no correction is necessary** The original sentence is correct. *You* is used throughout the passage.
2. **(2) replace they with them** The pronouns are objects of the word *between*, so the object pronoun *them* is needed. You can check by reading the sentence without *you and*: Between they, you should be. . . .
3. **(4) replace we with us** The pronoun is the object of the word *to*, so the object pronoun *us* is needed.
4. **(3) replace them with they** The pronouns are subjects of the verb *will have*, so the subject pronoun *they* is needed. You can check by reading this part of the sentence without *you and*: *where them will have space and privacy*.

Strategy 12: Fix Pronoun Agreement Problems, page 27

1. **(2) residents say** The pronoun *they* has no antecedent. A good correction for this problem is to get rid of the pronoun and use a noun that clarifies the sentence's meaning.
2. **(1) replace He with Hunter** In the original, you couldn't tell whether *he* referred to Hunter or Jonas.
3. **(3) They** The passage refers to hospital patients in the plural, so the pronoun should be plural.
4. **(5) no correction is necessary** The original sentence is correct.

GED Practice 2: Grammar and Usage, pages 28–29

1. **(3) change were to are (Use the Correct Verb Tense)** The rest of the sentence is in the present tense, so the verb tense should be changed.
2. **(4) replace oneself with yourself (Use Pronouns Correctly)** The rest of the passage uses forms of the pronoun *you*, so *oneself* is a pronoun shift that should be corrected.
3. **(2) causes (Make Subjects and Verbs Agree)** The singular subject *Bringing (a pet to a new place)* requires the singular verb *causes*.
4. **(5) change wander to wanders (Make Subjects and Verbs Agree)** The subject *it* is singular and requires the verb forms *gets* and *wanders*.
5. **(4) replace it is with they are (Use Pronouns Correctly)** The pronoun refers to both *cats* and *dogs*, so it should be the plural *they*.
6. **(2) change been to are (Use the Correct Verb Form)** The helping verb *are* is the correct form to use.
7. **(4) change their to its (Use Pronouns Correctly)** The pronoun refers to *merchandise*, which is a singular noun, so the pronoun must be singular.
8. **(1) came (Use the Correct Verb Tense)** The simple past *came* is the correct form and tense to use in this sentence.

9. **(5) will be accepted (Use the Correct Verb Tense)** In the context of the paragraph, the future tense makes sense.

STRATEGY 13: CAPITALIZE CORRECTLY, page 31

1. **(1) change park to Park** The word *park* is part of the name of the park, so it should be capitalized.
2. **(2) change Club to club** Because the word *club* is used alone here, and not as part of the name of the club, it should not be capitalized.
3. **(2) change Companies to companies** No specific company is mentioned, so the capital letter is incorrect.
4. **(5) change friday to Friday** Days of the week are always capitalized.

STRATEGY 14: SPELL WELL, page 33

1. **(5) replace their with they're** The meaning of the sentence requires the contraction for *they are*: . . . *when they are stressed.*
2. **(1) replace affect with effect** The words *affect* and *effect* are easily confused. *Affect* is usually a verb; *effect*, a noun. Look up the meanings in a dictionary if you are not sure how to use them.
3. **(3) replace past with passed** The verb *passed* is easily confused with *past*, which can be either a noun or a modifier.
4. **(4) replace loose with lose** *Loose* means "not tight"; *lose* means "not to have any longer."

STRATEGY 15: USE COMMAS CORRECTLY, page 35

1. **(3) insert a comma after Co-op** The nonessential appositive *Lift-and-Lug Co-op* needs commas before and after it.
2. **(3) remove the comma after Farm** No comma is needed here because the part of the sentence that follows *and* is not a complete thought on its own.
3. **(5) insert a comma after park** The nonessential appositive *Jimmy's Water World* should be set off with a comma before it.
4. **(2) insert a comma after preferences** The introductory phrase should be set off with a comma.

GED PRACTICE 3: MECHANICS, pages 36–37

1. **(4) replace you're with your (Spell Well)** The contraction for *you are* is not correct in this sentence; the possessive form is.
2. **(3) insert a comma after Montagu (Use Commas Correctly)** A comma is needed before the nonessential appositive.
3. **(1) insert a comma after gambled (Use Commas Correctly)** A comma must follow an introductory dependent thought.
4. **(5) change springs to Springs (Capitalize Correctly)** All parts of a specific place-name must be capitalized.
5. **(4) insert a comma after delighted (Use Commas Correctly)** When two complete thoughts are joined by a coordinating conjunction, there must be a comma before it.
6. **(2) replace its with it's (Spell Well)** The contraction for *it is* is needed in the sentence, not the possessive.
7. **(5) insert a comma after pool (Use Commas Correctly)** Use a comma between items in a series.
8. **(4) replace to with too (Spell Well)** The correct word for this sentence is *too*, meaning "also."
9. **(3) change august to August (Capitalize Correctly)** The names of months are capitalized.

PRACTICE GED TEST, pages 38–41

1. **(2) change knowing to know (Correct Sentence Fragments)** The sentence needs a subject and a complete verb. The verb should be the simple present-tense *know*. In the command form, the subject *you* is implied.
2. **(3) matches (Make Subjects and Verbs Agree)** The singular pronoun *it* requires the verb *matches*.
3. **(1) If you commute to work (Use Modifiers Correctly)** The original sentence implied that the car commutes to work, not the person.
4. **(4) insert a comma after seat (Use Commas Correctly)** Use a comma between items in a series.
5. **(5) remove the comma after price (Use Commas Correctly)** There is no need for a comma between two items connected by *and* unless they are complete thoughts.
6. **(4) change Court to court (Capitalize Correctly)** It is not necessary to capitalize common nouns.
7. **(5) their (Use Pronouns Correctly)** The pronoun must agree with the plural antecedent, *jurors*.
8. **(2) case, your (Correct Sentence Fragments)** The first sentence is a dependent thought and can be linked to the complete thought by placing a comma after it.
9. **(3) insert but after wish, (Correct Comma Splices)** Two complete thoughts in one sentence require both a comma and a coordinating conjunction between them.
10. **(1) become ill or have a family emergency (Combine or Rewrite Ideas)** By combining the two conditions in one dependent thought beginning with *if*, you have this clear, effective sentence: *If you become ill or have a family emergency during a trial, notify the judge.*
11. **(5) features yellow, red, and orange (Make Ideas Parallel)** The new sentence puts the three colors in parallel form in a series.
12. **(5) replace affect with effect (Spell Well)** This sentence requires the noun *effect*, not the verb *affect*.
13. **(3) change was to were (Make Subjects and Verbs Agree)** The plural subject *bridges* requires the verb *were*.

14. **(1) appetite and helps (Correct Run-Ons)** The sentence is correct as written. Option (5) would create a run-on. The other options use commas incorrectly or create choppy sentences.
15. **(2) change got to get (Use the Correct Verb Tense)** The second part of the sentence is in the present tense, so the first part should be also.
16. **(2) replace me has with I have (Use Pronouns Correctly)** The subject pronoun *I* is needed in this part of the sentence.
17. **(3) worked (Use the Correct Verb Form)** *Done worked* is not a correct verb form. *Worked* is the correct form of the past tense.
18. **(2) insert a comma after experience (Use Commas Correctly)** An introductory phrase should be followed by a comma.
19. **(1) If you would like to meet with me, you (Subordinate Ideas)** The two sentences as written are choppy and awkward. The new sentence subordinates the idea in the first and combines it with the second.
20. **(1) change have been to am (Use the Correct Verb Tense)** The sentence is not incorrect on its own. However, when you read the rest of the letter, you can see that the verb should be in the present tense.

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